



CHIPPING NORTON
SCHOOL

JOB ADVERTISEMENT

ASSISTANT HEADTEACHER (Standards & Achievement)

We are seeking to expand our existing Leadership Team from September 2020. This reflects our growing student roll and our ambition to build on the strengths and achievements of this successful school.

The post holder will be highly visible, known and respected amongst students and staff. He or she will help ensure Our CNS Standards for Teaching & Learning and Tutoring & Pastoral Care are evident all day and every day.

The successful applicant must be an excellent teacher with very positive and influential relationships with colleagues, students and families. They must have exceptionally high expectations in all aspects of school life and share a firm commitment to excellence as standard.

They will enjoy working in a friendly and approachable workplace and alongside senior and middle leaders with a shared vision and coherent strategy for whole school improvement.

The precise roles and responsibilities of the post holder are provided in the job description which is available in our application pack. In addition, we provide a copy of the person specification and various other documents to deepen an understanding of our school and its journey of continuous school improvement.

Interested applicants are invited to contact the Head's PA, Morag Robinson, and will receive an application pack. The closing date for applications is Monday 9th March 2020. Visits to our school and opportunities to meet the Leadership Team are welcomed and encouraged.

We anticipate a two-day interview process to be undertaken before the Easter holiday begins.



CHIPPING NORTON SCHOOL

JOB DESCRIPTION

ASSISTANT HEADTEACHER (STANDARDS AND ACHIEVEMENT)

Job Title	Assistant Headteacher – Standards and Achievement.
Effective From:	September 2020.
Reporting To:	Deputy Headteacher or Headteacher.
Line Management:	Approximately five middle leaders: A combination of Heads of Department (HoDs) and Heads of Year (HoYs). Including Head of Character Education / PSHE.
Regular Liaison With:	In addition to the Leadership Team, HoDs and HoYs, the SENCo, Family Support Worker, Attendance Officer, LAC Coordinator, School Nurse and School Counsellors.
Salary	Leadership Scale 12-16.

JOB PURPOSE:

To be a **highly visible and influential leader**, committed to ensuring that the very highest standards of learning and personal development are evident every day. They will work closely with the rest of the Leadership Team and middle leaders (both Heads of Department and Heads of Year) to **uphold the school's ethos and secure the very highest standards of teaching and learning, alongside tutoring and pastoral care.**

KEY RESPONSIBILITIES:

- **High site visibility** including corridors and classroom drop-ins to ensure students are punctual and engaged, taking immediate action with teachers, middle leaders and senior leaders when concerns arise. In particular ensuring that the following are being adopted in all classrooms (and corridors) at all times:
 - CNS Standards for **Teaching & Learning**;
 - CNS Standards for **Tutoring & Pastoral Care**;
 - SEN profiles leading to adaptations to task design, explanations, models and practice;
 - Pupil Premium strategy.
- Alongside other members of the Leadership Team, responding quickly and effectively to data on students' progress in order to secure **higher levels of student achievement**.
- Chair a regular **Vulnerable Students Meeting** at which the SENCo, Heads of Year and others will be invited to maintain a live register of our most vulnerable children and ensure that all internal and external services are fully informed and share a common plan.

- Submit IYFAP referrals.
- Ensure students' **punctuality, attendance and uniform** are exemplary and directly contribute to rising standards.
- Ensure that both students and staff understand and positively embrace the **school expectations around behaviour and discipline**.
- Organisation, collation and initial analysis of the **annual student voice survey**, held to coincide with each year group's PTC. In addition to the collection of regular student voice feedback through focus groups and participation in departmental reviews.
- Screening and induction programmes for **in-year admissions**.
- Organisation, collation and initial analysis of the **annual parent voice survey**, held to coincide with each year group's PTC.
- Oversee the school's **Year 7 to 13 rewards programmes** so that all forms of achievement are recognised and rewarded. In addition to being valued and enjoyed by the students.
- To promote and advance the **House structure** at CNS, including **House Competitions** and the **Personal Scorecard**.
- Oversight of the school's **Personal Development strategy**, including line management of Character Education / PSHE, Fundamental British Values, Citizenship. Including oversight of the content, quality and evaluation of assemblies.
- Publish a monthly informative and celebratory **monthly newsletter**.
- Working closely with Heads of Year and Pastoral Support Assistants, ensure that all **Parent and Teacher Consultations (PTCs)** are welcoming, informative and well managed opportunities to foster closer links with parents and carers.
- Organise the school's **Main School Detention** and **Leadership Team Supervision** rotas.
- Strategic oversight of **Student Leadership**, including the school prefect system: including annual applications, training, deployment and recognition across the school.

SHARED RESPONSIBILITIES WITH OTHER MEMBERS OF THE LEADERSHIP TEAM:

- Safeguard and promote the welfare of students and the wellbeing of all staff;
- Foster positive relationships across the school community;
- Raise student achievement and secure high standards through school quality assurance and self-evaluation processes;
- Ensure good student welfare, behaviour for learning and discipline;
- Work with Governing Body as required
- Contribute to School Improvement Plan and the maintenance of the Self-Evaluation Form as required;
- Co-lead and participate in the monitoring, evaluation and review of standards within and beyond areas of core responsibility (including leading or supporting departmental or peer reviews);
- Fulfil the role of LT link to a combination of Heads of Year and Heads of Department, including monitoring, evaluation and review and appraisal;
- Contribute to the development of policies and procedures;
- Prepare and deliver assemblies;
- Support school events, including Open Evenings, Parent & Teacher Consultations (PTCs) public performances and outreach to local secondary and primary partners;
- Participate in the recruitment, induction and development of teaching and associate staff;
- Lead a Duty Team and supervise Leadership Team Supervision.

GENERAL DUTIES:

- You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation.

NOTES:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- In addition, the post holder will be required to:
 - Adhere to the school's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible
 - Work in accordance with the Data Protection Act.
 - Provide a healthy and comfortable working environment, smoking is strictly prohibited.
 - This Job Description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the school. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.
- The performance of all the duties and responsibilities shown above will be under the reasonable direction of the Headteacher; and the Headteacher or other Senior Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post. This job description will be reviewed bi-annually and any changes will be subject to consultation

SAFER RECRUITMENT STATEMENT:

This post is classified as having substantial access to children and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were committed / recorded.

Last Updated: February 2020

PERSON SPECIFICATION

ASSISTANT HEADTEACHER (STANDARDS AND ACHIEVEMENT)

Elements required to undertake the job are provided under specific headings. Each element is essential or desirable as indicated by an E or D in the “E/D” column.

CODE:

E/D Essential or Desirable
A Application form
I Interview/presentation
R References

How the evidence will be tested / gathered is indicated in the final three columns.

A	TRAINING & QUALIFICATIONS		A	I	R
1.	Qualified Teacher Status	E	✓		
2.	Degree (or equivalent)	E	✓		
3.	Post Graduate curriculum or management qualification	D	✓		
4.	Evidence of recent professional development relevant to Chipping Norton School's current improvement goals.	E	✓		
B	EXPERIENCE OF TEACHING & SCHOOL LEADERSHIP		A	I	R
1.	Evidence of having had a <i>sustained</i> impact upon department / year team outcomes.	E	✓	✓	✓
2.	Substantial experience as an effective classroom practitioner across at least two key stages.	E	✓	✓	✓
3.	Significant and successful management responsibility such as leading and managing a successful department, or pastoral responsibility for a year group or key stage.	E	✓	✓	✓
4.	Current, recent or temporary whole school leadership responsibility.	D	✓	✓	✓
5.	Knowledge and experience of raising whole school achievement.	D	✓	✓	✓
6.	Evidence of having made a major impact on the development of a school.	E	✓	✓	✓
7.	Evidence of monitoring, evaluating and reviewing the performance of individuals and teams through a robust performance management system.	E	✓	✓	✓

C	PROFESSIONAL KNOWLEDGE & UNDERSTANDING				
1.	A clearly articulated philosophy of secondary education.	E	✓	✓	
2.	An up to date knowledge of the best practice in relation to teaching, learning, assessment and curriculum design.	E	✓	✓	
3.	An up to date knowledge of the best practice in relation to the behaviour, safety and personal development of young people.	E	✓	✓	
4.	The use of data to raise standards and achievements of students.	D	✓	✓	
5.	Knowledge of local and national policies, priorities and statutory frameworks. Including recent and current legislative developments.	E	✓	✓	
D	PERSONAL SKILLS & ATTRIBUTES				
1.	Commitment to the promotion of the spiritual, moral, social and cultural development of all pupils.	E	✓	✓	
2.	Excellent communication skills. Including the ability to inspire, challenge and motivate others.	E	✓	✓	✓
3.	Self-management to include time management, working under pressure and to deadlines. Have stamina, resilience, reliability and integrity.	E	✓	✓	✓
4.	Commitment to Continuous Professional Development and Learning (CPDL).	E	✓	✓	✓
5.	Proven ability to build and maintain effective relationships with parents, partners and the community that enhances the education of all pupils.	E		✓	✓
6.	Commitment to the wider life of the school.	E	✓	✓	✓
7.	An instinct to see the best in others and an unfaltering commitment to students' and colleagues' potential.	E		✓	
8.	Humour and a sense of proportionality at all times.	E		✓	