

Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Job Advert



Hope Valley College is a comprehensive secondary at the heart of the local community. It is a small, friendly and supportive school and sits within the village of Hope in the Derbyshire Peak District. It joined Chorus in September 2019, when it also welcomed a new Principal. In the recent Teacher Assessed Grades, our young people outperformed any previous cohorts.

Hope Valley College is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

You can view the school website at: www.hopevalley-chorustrust.org

Assistant Headteacher

Salary: L10 to L14

Permanent

To start: September 2022

About this vacancy

We are seeking an Assistant Headteacher to lead on teacher and support staff development at all career stages. As we continue on our journey, we are looking to add capacity to our leadership team.

Starting from a strong foundation of excellent teaching and a highly skilled support staff team, we are looking for someone who has the skills and ambition to further develop our whole staff team.

Benefits include:

- CPD support throughout your career from South Yorkshire Teaching Hub which is led by Chorus Education Trust and includes the **Sheffield Teaching Training Alliance**.
- Opportunities to develop skills and experience as part of a growing, local Trust.

There will be no need to go elsewhere – your career will flourish with us.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to Lisa Critchlow (HR Administrator) at: recruitment@hopevalley.chorustrust.org

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted. Applicants are welcome to discuss any aspect of the role with Gaynor Jones, Principal.

Deadline for applications: **11.59pm on Wednesday 23rd March 2022.**

Interviews to be held: **week beginning 28th March 2022.**

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Job Description: summary

Post title:	Assistant Headteacher
Group:	Leadership
Salary point range:	L10 to L14
Reporting to:	Head of School
Line Manager of post holder (if different):	Head of School
Post holder will work with:	Senior Leadership team, Subject team and colleagues across the school
Holiday and sickness relief:	By and for other members of SLT
Purpose of job:	To lead on teacher and support staff development at all career stages.
	This post may work across the Trust schools.
Version revised:	March 2021

Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

The specific duties and responsibilities include but are not limited to:

Role as a member of the SLT at Hope Valley College

- To assist the Head of School and Deputy Headteachers in the day to day running of the school including taking assemblies, leading a duty team, assisting in organising parents' evenings, promoting health and safety, and by attendance at extra-curricular and evening events.
- To work with the CEO, Head of School, Governors and Trustees in developing the vision and strategic direction of Chorus Education Trust, Hope Valley College and the South Yorkshire Teaching School Hub.
- Ensure a school-wide focus on achievement and standards.
- To work with Chorus Trust Board and Hope Valley College Local Governing Body as a member of the sub- committees and through joint working.
- To promote the aims and values of the Trust and school, be a positive role model within the school, with parents and the wider community.
- To line manage staff according to school policy and support, challenge and develop them in their roles thus ensuring a culture of accountability at all levels.
- To be involved in appraisal (performance management), school self-evaluation, including termly self-review.
- To contribute to the school quality assurance cycle, ensuring accurate reflection of standards, progress and other aspects of the school's work.
- To work with the Head of School and the Senior Leadership Team on the recruitment, selection and appointment of staff across the Trust.
- To participate in SLT meetings including early morning briefings, weekly meetings.
- To help develop an ethos of high expectations for staff and students, lead on Curriculum and Self Evaluation.
- Contribute to a climate of personalisation in Teaching and Learning across the school to maximise achievement of underachieving cohorts.
- To ensure a realistic consistent and continuous school-wide focus on student achievement, especially underachieving cohorts.
- Help develop and maintain an ethos which promotes outstanding teaching, effective learning, and high standards of achievement throughout the school.

Core purpose

- To lead on a teaching and learning coaching programme that results in measurable improvements to student outcomes.
- To lead on teacher CPD during meeting and INSET time.

- To lead on the quality assurance process to assess the intent, implementation and impact of the curriculum.
- The development and implementation of impactful opportunities for professional development for all support staff.
- Implementation of the Early Careers Framework including the role of Senior ITT and NQT mentor
- Develop and lead the new staff induction programme.
- Develop and nurture outward-facing partnerships through the South Yorkshire Teaching Hub, other Chorus Education Trust Schools and other partners.

Class Teacher Responsibilities

- To carry out duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers.
- To be responsible for teaching across all key stages.
- To deliver high quality lessons demonstrating outstanding practice and outcomes.
- To maintain positive working relationships with students and staff.

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.

Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.

- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall Trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: Assistant Headteacher

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Qualifications			
Qualified Teacher status First degree and QTS. Continuing professional development INSET specific to school leadership & management.	✓		A
Further educational study or action research.		✓	A
Teaching and Learning			
An outstanding classroom practitioner. A successful record of value-added results. Extensive use of student performance data to inform classroom teaching. An understanding of how children learn, of teaching strategies and of the impact they have on children's learning. Clear set of values and knowledge of teaching and learning issues.	✓		A / I / R
Leading role in a recent whole school teaching and learning initiative. Current/recent experience of teaching post-16 and/or specialist SEND teaching.		✓	A / I / R
Experience			
Middle or senior leadership team experience with a track record of systematic improvement beyond your own classroom. A record of success in effective and efficient team management. Use of ICT as an effective management and teaching tool. Collaborative working.		✓	A / I / R

Working in an inclusive school, with a mix of social and academic contexts including Pupil Premium and SEND.			
<p>Experience in more than one teaching establishment.</p> <p>Two or more positions of responsibility in a secondary setting.</p> <p>Leadership of a whole school initiative that has raised student attainment levels.</p> <p>Previous Leadership Team experience.</p> <p>Working with staff in a planned evaluation programme, with a focus on raising the quality of teaching and learning (ITT/NQT/subject teams etc.).</p> <p>Study support strategies.</p> <p>Multi agency working.</p>		✓	A / I / R
Skills, knowledge, abilities			
<p>An understanding of current educational issues for secondary schools.</p> <p>A full understanding of 11-19 curriculum issues and the lifelong learning agenda</p> <p>An understanding of the process of establishing school improvement priorities and of the role of leaders and managers in monitoring and evaluating a school's effectiveness.</p> <p>Excellent inter-personal, organisational and communication (both oral and written) skills.</p> <p>Skills in planning and managing systems.</p> <p>The ability to analyse, interpret and intervene making best use of performance data.</p> <p>The ability to work closely with staff in pursuit of their professional development.</p> <p>The ability to work as a member of a team.</p> <p>The ability to motivate students and staff.</p> <p>An understanding of the inclusion agenda.</p> <p>A clear image of what makes good and outstanding teaching.</p> <p>Experience of driving school improvement through management link meetings.</p> <p>An understanding of how to ensure students of all abilities achieve.</p>	✓		A / I / R

<p>Knowledge of schools of the future.</p> <p>Involvement with Key Stage 3 assessment after levels.</p> <p>An understanding of Academy status.</p> <p>A knowledge of the new Ofsted framework.</p> <p>An understanding of inclusion and its role in secondary schools.</p> <p>Developing the most able.</p> <p>Working with teaching schools.</p>		✓	A / I / R
Personal skills			
<p>Positive & caring approach towards students.</p> <p>Dynamic team leader with the ability to lead and manage teams of people and to delegate effectively.</p> <p>Develop and sustain appropriate relationships, motivating and inspiring others.</p> <p>Sets personal high standards and helps others to do the same.</p> <p>Ability to maintain positive morale under pressure.</p>	✓		A / I / R
Child protection			
<p>A commitment to the responsibility of safeguarding and promoting the welfare of young people.</p>	✓		A / I