



VALLEY INVICTA  
ACADEMIES TRUST

# Assistant Headteacher

Valley Park School



## Shaping Tomorrow's Future Together

Valley Invicta Academies Trust is a dynamic, vibrant, multi-academy trust comprising of nine schools – five primary and four secondary – and Valley Invicta Teacher Training, all based in the Maidstone and Malling area of Kent.



VALLEY PARK  
SCHOOL



# Trust Welcome

Valley Invicta Academies Trust (VIAT) consists of an exceptional cluster of five primary and four secondary schools at the heart of the local community. We put the children we teach at the very centre of all we do. Our staff are equally at the heart of our schools.

We are now recruiting for an Assistant Headteacher to join us. This is an exciting opportunity for an enthusiastic and experienced teacher to join a very successful, mature Trust that encourages all its staff to be the best they can be.

We are looking for an exceptionally talented candidate who will use their energy and vision to make a real impact; to support the achievement of outstanding outcomes for our students and staff, as well as ensuring that our schools continue to develop their current standards and achievements – both academically and pastorally.

The successful candidate will receive encouragement, support, and guidance to develop their own career within the Trust, which prides itself on 'growing its own' talent.

# Vacancy

Valley Invicta Academies Trust is highly respected and has an exciting opportunity to build on the achievements of a very successful School.

We would like to appoint an Assistant Headteacher to join us in September 2023.

The role is for a committed and motivated professional who would like to work in a school that provides a wealth of opportunities for both its students and staff, along with wanting to be part of a family friendly, team-based workforce.

This post would be suitable for an experienced teacher looking for leadership responsibilities across the school. We are looking for talented teachers.

## Who are we looking for?

We would like an enthusiastic, dedicated and ambitious team player to join us.

This is a wonderful opportunity for an enthusiastic candidate to join a growing Trust with an established staff body, and strong department with a good spread of experience.

## Our ethos

As a Trust, VIAT recognises the need to drive standards and to reflect and adapt according to the changing context of our community and the world we live in.

Our schools continually evolve in our drive for excellence; we aspire to provide outstanding care, outstanding education and outstanding opportunities.

We have a dedicated team of professionals who are always willing to support new staff.

New opportunities, including career progression, are actively sought for all staff across the Trust.

Collaboration with like-minded colleagues within VIAT is set up to provide networking, support, quality assurance and friendship.

## Are you looking for a new challenge?

Do you:

- Love teaching?
- Strive for academic excellence?
- Want your students to feel valued, safe, and happy?
- Enjoy working within a strong team?
- Have commitment to providing an exciting range of opportunities for students?
- Inspire your students, parents/carers and colleagues?
- Believe that every student can learn, achieve, and thrive?

## Are you the right candidate?

We would like to hear from you if you are:

- An energetic and ambitious teacher with a track record of success at secondary level;
- Able to work as part of a team;
- Motivated and inspirational with high expectations of students;
- Confident and able to communicate a clear vision for the school, students and colleagues;
- Able to develop students to reach their full potential.

If you think you would thrive in this environment we want to meet you.

Position	Assistant Headteacher
Location	Valley Park School
Responsible to	Headteacher
Basis	Permanent, full-time
Commencement	September 2023
Salary	L12-16

# Application Process

We are, of course, seeking to appoint the best possible candidate and therefore the application process will undertake all necessary measures to achieve this.

On the basis that some interested candidates may be keen to visit the Trust before making a formal application, you can arrange this by contacting Mrs H Blake, PA to the Headteacher – [h.blake@valleypark.viat.org.uk](mailto:h.blake@valleypark.viat.org.uk).

When ready to apply, suitable and interested candidates are invited to complete an online application detailing why they are suitable for the role.

If you have any queries on any aspect of the application process or need additional information, please contact Mrs H Blake, PA to the Headteacher.

The Trust is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check.

Our commitment to safeguarding is underpinned by robust processes and checks which are in place across the Trust.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

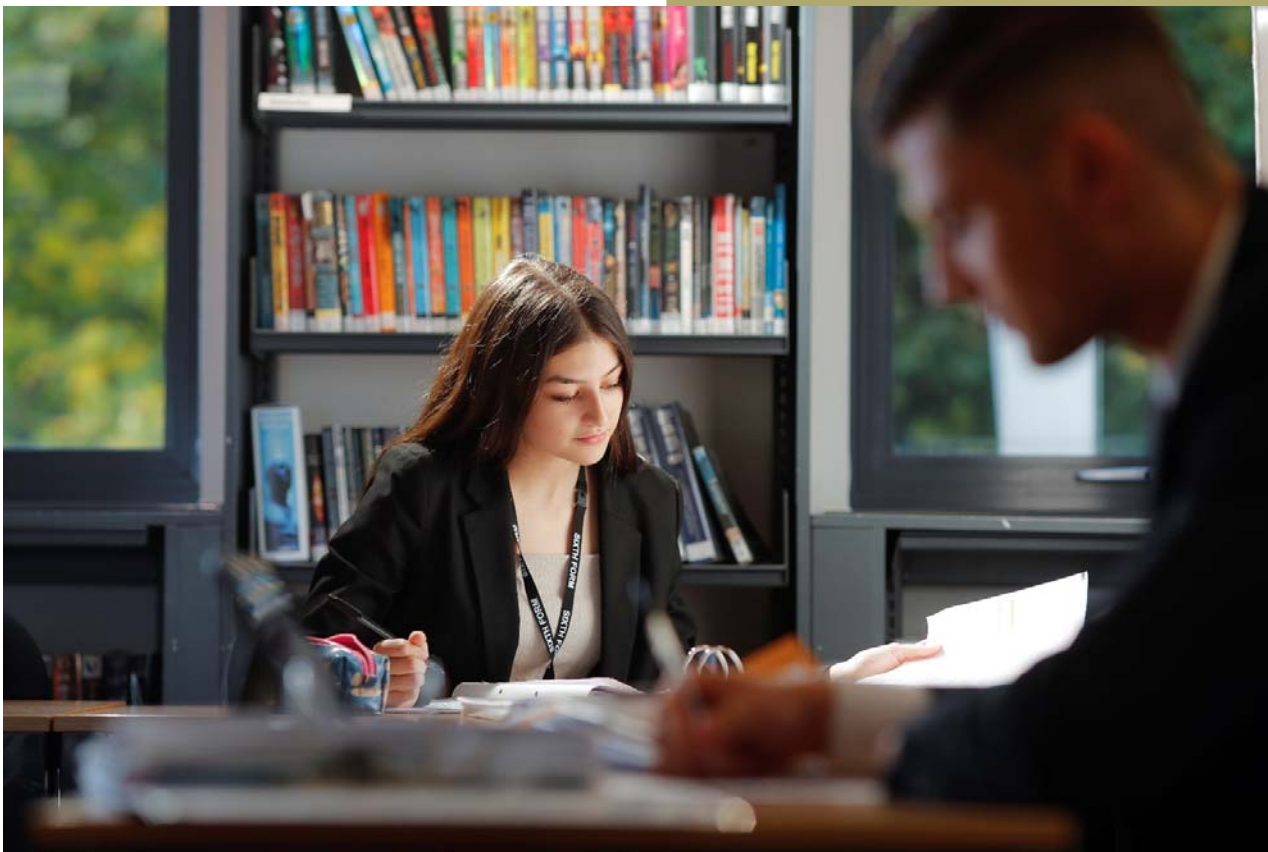
The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respect difference.

**Closing date for applications**

Friday 21 April 2023 at midday

**Interviews and assessment activities**

To be confirmed



# Person Specification

## Qualifications

- A good honours degree;
- Qualified Teacher Status;
- Evidence a related subject is desirable.

## Knowledge

- A good up to date working knowledge and understanding of a range of a pedagogical and behaviour management strategies;
- An understanding of the range of approaches that can be used for assessment;
- An understanding of how to personalise provision to meet the learning needs of the full range of students;
- An awareness of current legal requirements regarding the safeguarding of children.

## Skills

- Be able to plan and teach challenging and well-organised lessons;
- Be able to use a range of teaching strategies and resources;
- An ability to provide constructive feedback to students on how to improve their attainment;
- The ability to implement a clear framework for classroom discipline;
- The desire to work as a team member.

## Attributes

- High expectations of students and a commitment to ensure they can achieve their full potential;
- Positive values, attributes and high standards of professional behaviour;
- Up to date knowledge and understanding of the professional duties of teachers;
- The ability to communicate effectively with children, young people, colleagues, parents and carers;
- A commitment to improving practice through appropriate professional development;
- The desire to act upon advice and feedback and be open to coaching and mentoring.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours;
- Attitudes to use of authority and maintaining discipline.



# Job Specification

The Assistant Headteacher is expected to contribute to a strategic view for the school in its community and to analyse and plan for its future needs and further development.

## Key Working Relationships

- Executive Headteacher, Headteacher and members of the Senior Leadership Team;
- Middle leaders (pastoral and academic);
- Classroom teachers;
- Support colleagues;
- Parents and students;
- Safeguarding and health and safety leads;
- Local agencies that support the school and its students;
- Visitors.

## Key Result Areas

### Quality of Education

- Actively support the Headteacher and the Leadership Team including Governors to work with teaching staff to achieve the very best outcomes for students.
- To review the current curriculum provision and long term planning, to ensure coverage, progression and a range of learning experiences throughout the school.
- Liaise closely with all staff to ensure continuity and progression across students' age and ability range.
- Lead by example as a teacher and as a leader, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
- Support subject leaders in the development and implementation of curricular initiatives, e.g. mastery.
- Monitor the quality of education, pedagogy and assessment, as a key member of the Senior Leadership Team through lesson 'drop ins' and student/teacher discussion, in line with school policy. This will include coaching and modelling lessons, as well as the monitoring of short and medium term planning and scrutiny of student work. Take responsibility for aspects of the school

organisation and planning, including robust and realistic self-evaluation.

- Take some responsibility for the pastoral care of students, and development and maintenance of the school's culture.
- To monitor the standards of behaviour and achievement across the school.
- Set appropriate expectations in relation to standards of achievements and the quality of education, establishing clear targets for improving and sustaining students' achievement and supporting the processes of teaching and learning/quality of education, in accordance with agreed policies and guidelines.
- Supporting staff to meet personal and professional targets.
- Ensure staff share the cultural, academic, personal development and pastoral aims of the school whilst promoting a high quality of learning in the classroom.

### Behaviour and Culture (Quality of Care)

- To support staff in developing a positive culture of 'Ready, Respectful and Safe'.
- To ensure that the positive working relationships with staff, students, wider community and families are paramount to any work that is undertaken.
- To work with the Leadership team in developing a positive culture of both academic and pastoral excellence.
- To work pastorally with all staff to support the behaviour.

### Recording and Assessment

- Update the Headteacher, other senior leaders and Local School Board on the effectiveness of provision for students throughout the school and within a specific areas, as agreed with the Headteacher.
- Set appropriate targets, monitor progress and ensure appropriate action plans are in place where issues are identified.
- Contribute to the annual reporting cycle and consultation with parents/carers.

### Leadership

- Support the Headteacher in providing a clear direction for the development of the school.

# Job Specification

## *Leadership responsibilities continued...*

- Contribute to establishing the core values of the leadership team and their practical expression.
- Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring to the School Improvement Action Plan (SIAP).
- Support the Headteacher, senior team and wider staff body in the review, implementation, development and monitoring of whole school policies which promote the school's values, aims and objectives.
- Attend SLT meetings, and report back to colleagues when necessary.
- Establish good relationships, encourage good working practices and support and lead teachers.
- Plan, organise and chair focused meetings as appropriate.
- Lead, support, motivate and direct support staff working within the key stage.
- Liaise with learning mentors, support staff and outside agencies.
- Contribute to the upholding of standards and the schools Quality Assurance processes.
- Support the aims and ethos of the school.
- Liaise with Governors, when appropriate, to facilitate their overview of strategic leadership.
- Uphold the school's behaviour policy and uniform regulations.
- Participate in staff training, both as a participant and as a facilitator.
- Participate in Continuing Professional Development with particular reference to designated areas as agreed with the Headteacher.
- Lead or attend team meetings and staff training as agreed with the Headteacher.
- Develop links with other local and Trust schools, including primaries.
- Support Curriculum Leaders and Pastoral Leaders, within the context of school policies, in relation to working practices and relationships, including those relating to behaviour, discipline and attitude.
- Encourage personal development, SRE and cultural development within the student body.
- Manage and support innovation and change.

## **Resources and their development and deployment**

- Lead the professional development of all staff through example, coaching peer support and target setting.
- Take an active role in the development of colleagues either through the school's Appraisal process, or the CPD programme.
- Ensure, directly or indirectly, support and training during the induction of new staff and for trainee teachers.
- Support the establishment of priorities for expenditure across the whole school and within departments.
- Maintain effective and efficient management and organisation of the accommodation and resources of the school.
- Ensure the maintenance of a structured environment that fosters effective learning, good behaviour and discipline and students' personal, spiritual, moral, social and cultural development.

## **Statement**

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out as in this job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job.

You will be consulted about any proposed changes.

## **People and relationships**

- Sustain effective, positive relationships with all staff, students, parents/carers, governors and the local community, including through student, staff and parent voice initiatives.
- Manage and develop effective working relationships with Headteacher and the senior team.

# Benefits at Valley Invicta Academies Trust and Valley Park School

VIAT is a dynamic organisation with many career opportunities for new and existing staff.

Here are just some of the benefits the Trust offers:

- An open and collaborative working environment, not just within Valley Park School but across the Trust;
- A career in an organisation that values individuality and diversity.

## Professional development opportunities:

- Regular training and access to a range of internal and external programmes tailored to your learning needs throughout your career;
- Opportunities for career progression across our family of schools;
- Subsidised MA opportunities with local and national universities;
- Coaching and Mentoring Programmes.

## Financial:

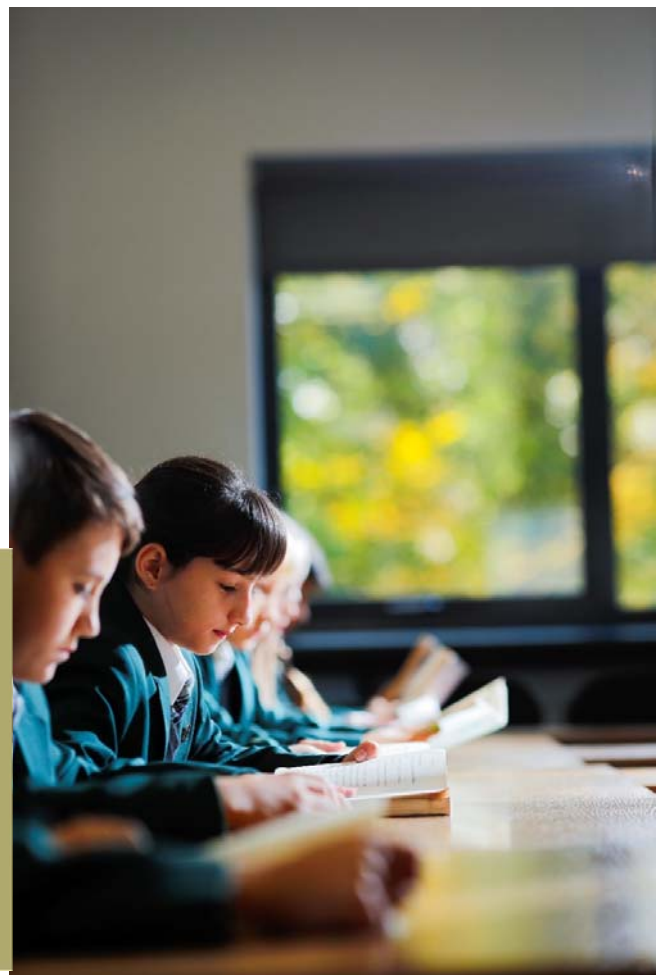
- A competitive salary whereby pay progression is possible on an annual basis, following successful performance;
- Access to an attractive pension plan;
- Subsidised childcare;
- Access to a range of benefits and discounts through Kent Rewards.

## Equipment and facilities:

- Apple MacBook Air;
- A great working environment with some brand new facilities, and further developments in discussion;
- Free car parking;
- On-site catering, reasonably priced for staff;
- Social networking opportunities across the Trust to create new relationships both inside and outside the work setting.

VIAT also offers access to a range of health, wellbeing and personal support.

Our schools continually evolve in our drive for excellence; we aspire to provide Outstanding Care, Outstanding Education and Outstanding Opportunities.







# Trust Vision and Values

VIAT believes in the benefits of cross-phase education whereby all pupils, regardless of background, are taught a broad curriculum by specialist teachers across all ages; thereby enabling them to master the knowledge and skills they need to achieve their full educational and personal potential.

Our team work tirelessly to ensure that every child can be the best they can be along with providing an innovative and interactive curriculum based on the arts and academia; we aim to be at the forefront of developing new approaches to learning, embedding the 'mastery' approach to teaching and learning; securing the very best outcomes for pupils.

Our children only get one chance in their education, and it is our responsibility to provide the very best for them.

All our schools have a strong and cohesive outlook, reflecting our inclusive vision; staff and pupils are inspired to embed the values of respect and resilience, while developing personal character through additional wider curriculum activities and opportunities which motivate and enable them to grow in confidence, while cultivating thinking skills, and creative potential beyond typical expectations.

This secure foundation ensures an ambitious and aspirational approach, as well as a broader commitment to, and proactive engagement in, wider society, enabling our pupils to be fully ready - academically and personally - for their transition from primary into secondary school and a life-time of influence beyond.



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