



VALLEY INVICTA  
ACADEMIES TRUST

# Associate 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 Associate Assistant Headteacher with responsibility for Communications – English and MFL) 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 Associate Assistant Headteacher to join us in September 2024.

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 recognise 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	Associate Assistant Headteacher
Location	Valley Park School
Responsible to	Headteacher
Basis	Permanent, full-time
Commencement	September 2024
Salary	L6-10



# 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 School before making a formal application, you can arrange this by contacting Mrs S West, PA to the Executive Headteacher – [s.west@valleypark.viat.org.uk](mailto:s.west@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 S West PA to the Executive 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.

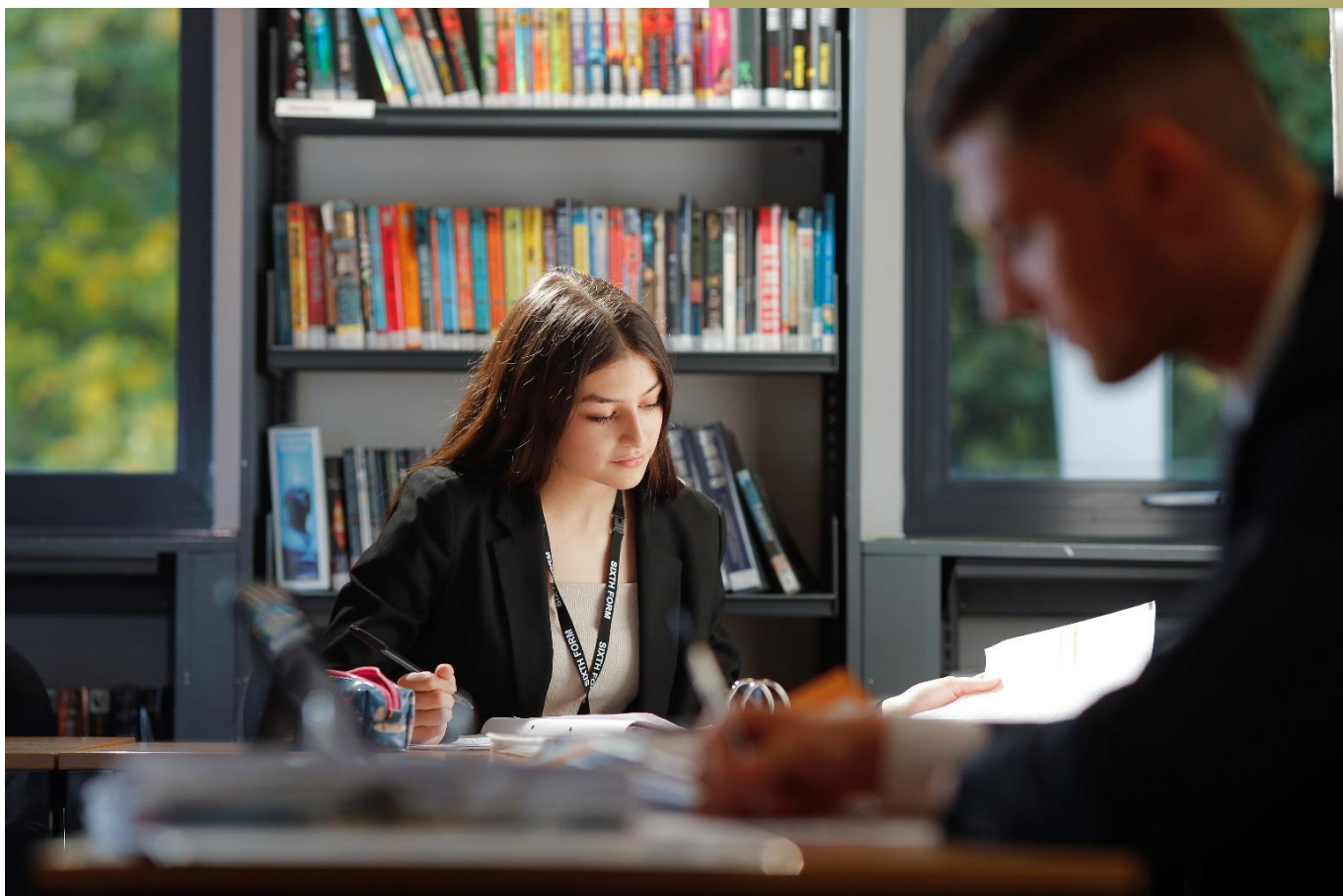
**Closing date for applications**

Friday 15 March 2024 at midday

Send completed applications via email to: [recruitment@valleypark.viat.org.uk](mailto:recruitment@valleypark.viat.org.uk)

**Interviews and assessment activities**

To be confirmed



# Person Specification

## Leadership & Management

- Experience of leading & managing staff within a department, faculty or year team.
- In-depth knowledge and understanding of current educational priorities.
- An understanding of the Ofsted framework and the workings of the SEF.
- Understanding of SEN/ Behaviour/ attendance legislation & guidance
- An understanding Performance Management/appraisal.
- Experience of working with parents

## Experience

- Significant experience as a classroom teacher in a mainstream secondary school.
- An excellent classroom practitioner
- Demonstrable experience of improving student outcomes
- Excellent understanding of the assessment processes at KS3, KS4 and KS5 and how to use these to support planning and raise student achievement Excellent knowledge of a wide range of pedagogic approaches to cater for different learning styles and ensure that all students are engaged.
- Experience of leadership roles within a team including designing and developing resources to support learning.
- Experience of working with other teachers and support professionals to extend their understanding of educational issues.
- Experience of robust self-evaluation and development planning linked to this.
- Experience of coaching other staff so that their classroom practice develops.
- Understanding of the changes to the curriculum at KS3, 4 and 5.

## Qualifications

- Degree and teaching qualification
- Qualified Teacher Status;
- Evidence of professional development relevant to the role.

## 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

- Outstanding leadership skills.
- Excellent classroom practitioner. Effective interpretation, analysis, & use of data.
- Well-developed interpersonal and communication skills (including written, oral and presentation).
- Ability to manage students effectively.
- Excellent organisational skills.

## Attributes

- Shared vision with the Trust
- Passionate about securing the very best outcomes for the whole community.
- Outward facing leader.
- Energetic, resilient, empathetic.
- Able to develop and maintain good relationships with staff, parents, students, governors and the community.
- Able to deal sensitively with people and resolve conflicts.

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.



# Job Specification

The Director for Learning will hold the school Generic Job Description for Post Threshold teachers in addition to the responsibilities outlined the job description for Faculty Leaders. They will also hold the post of Head of Department in their subject area.

## Core Purpose

- To provide outstanding and inspirational leadership within Valley Park School and wider community.
- To support the Executive Headteacher and Headteacher in creating a high expectation and success culture for students and staff with personalised learning at the heart of the school.
- To help build a sustainable, creative and distributed model of leadership throughout the School.
- To secure excellent learning outcomes for students as a consequence of consistently high standards of teaching.
- To ensure that every child is able to enjoy a positive educational experience irrespective of their background or barriers to achievement.
- To develop and promote networked learning partnerships with all sectors of education, the business community and voluntary sectors.
- Model the values and vision of the School.

## Key Responsibilities

### *Strategic Development*

- Support the Executive Headteacher and Headteacher in developing and communicating a clear strategic vision of how to develop the School successfully.
- Support the Executive Headteacher and Headteacher in personalising education through innovative approaches to learning, support, experience and leadership within the Faculty.
- Set accurate and appropriate performance indicators for students and staff within the Faculty and hold everyone accountable for them.
- Lead on the effective use of data in the Faculty to raise standards.
- Use an effective and rigorous self-review process that will inform the completion of the Faculty SEF.
- Contribute to designated sections of the School Improvement Plan.

- Ensure that student tracking systems in the Faculty identify underperformance enabling appropriate and timely intervention.

### *Learning and Teaching*

- Provide leadership for curriculum development and delivery that meets the needs of individual students and maximizes the opportunity for each individual to achieve excellent outcomes.
- Faculty lead for high quality learning and teaching.
- Monitor the quality of learning and teaching through regular reviews, including lesson observation, work scrutiny and student voice.
- Ensure that student grouping arrangements are effective.
- Ensure that teacher allocation to teaching groups is both equitable and maximises the outcomes for students.
- Ensure the implementation of the national strategies and ensure that literacy and numeracy are high priorities in curriculum planning and delivery.
- Lead on the sequencing of the curriculum areas and ensure there is coherence through the key stages
- Ensure that British values are embedded throughout the Faculty programmes.
- To work with the Lead Practitioners to develop and sustain at least 'good' teaching across the faculty area.
- Ensure that students are regularly exposed to cultural capital experiences both within and outside the taught curriculum

### *Leading and Managing Staff*

- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels.
- Maximise the contribution of staff to improve the quality of education provided and standards achieved.
- Create and maintain good working relationships among all members of the School community
- Sustain their own motivation and that of staff for whom they are accountable.
- Promote the School ethos in which the highest achievements are expected from all members of the School community.
- Contribute to an effective and rigorous Performance Management process.

# Job Specification

## *Behaviour and Culture*

- 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 with staff in the Faculty to develop a positive learning culture following the Behaviour policy and guidelines

## *Efficient and effective use of staff and resources.*

- Work with the Executive Headteacher and Headteacher, governors and colleagues to recruit and retain staff of the highest quality.
- Work with colleagues to deploy all staff effectively in order to improve the quality of education provided.
- Plan, manage and monitor the Faculty curriculum within the agreed budget.
- Ensure that the Faculty timetable effectively delivers the agreed curriculum outcomes through planning and monitoring.
- Ensure that ICT is an effective learning, teaching and administrative tool in the Faculty.
- Support the senior leadership team and the Estates team in managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements.

## *Standards*

- Lead regular and systematic reviews of standards to ensure early identification of strengths and weaknesses ensuring effective interventions are made.
- Liaise with the Deputy Headteacher in charge of curriculum/quality of education to ensure the effective review of standards in their areas of responsibility
- Motivate students and staff to achieve the highest possible standards and secure the best possible outcomes
- Establish and maintain clear improvement plans, milestones, targets and expectations in relation to standards, quality and achievement

## *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 post holder will also be expected to undertake any other tasks as reasonably required by the Executive Headteacher and Headteacher to ensure the efficient and effective operation of the School.

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.



# 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:

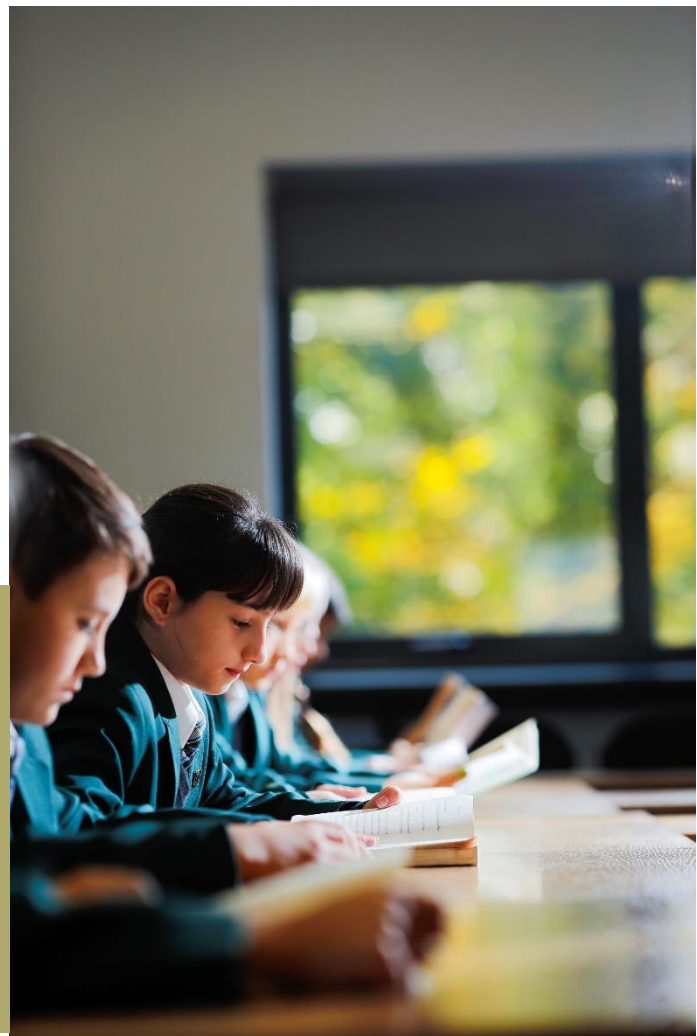
- A competitive salary whereby pay progression is possible on an annual basis, following successful performance;
- Access to an attractive pension plan;
- Subsidised childcare;
- Access to a range of benefits and discounts through Kent Rewards.

## 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.



# VALLEY INVICTA ACADEMIES TRUST

**Valley Invicta Academies Trust**

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