



WESTLANDS SCHOOL
Recruitment Pack
Assistant Headteacher



Westlands Avenue
Sittingbourne
Kent
ME10 1PF

Job Description

Job Title: Assistant Headteacher

Salary: SAT - LDS

Responsible to: Headteacher

Main Purpose:

The Assistant Headteacher will work in partnership with the Headteacher and other SLT members in defining, articulating and implementing the mission and values of Westlands School through effective communication and engagement of all stakeholders.

The Assistant Headteacher will also be expected to fulfil the professional responsibilities as set out in the School Teachers' Pay and Conditions Document (STPCD).

The specific nature and balance of responsibilities will vary according to the needs of the school but the main functions of the role are:

Main duties;

- Support the Headteacher in the school's self-review procedures, including the analysis of performance data, and producing the School Development Plan.
- Have full responsibilities for outcomes across the school including ensuring that relevant evidences are available and held in the required format.
- Implement the school's behaviour policy to maintain good order in the school;
- Carry out Performance Management of designated staff;
- Undertake other reasonable duties at the request of the Headteacher or governing body;
- Promote the values and achievements of the school to the community;
- Lead, drive, motivate, support, challenge and develop middle leaders to secure improvement across the school;
- Take school assemblies when required;
- To lead in the further development of the teaching of core and foundation subjects.
- All members of the School's Senior Leadership team are expected to:
 - Reflect the school's vision and aims by promoting and developing a learning and caring culture;
 - Demonstrate leadership by example;
 - Set high standards, acting as role models for colleagues;
 - Show a commitment to enabling all pupils to maximise their achievements;
 - Contribute to the provision of a safe and secure learning environment;
 - Support the school's endeavours to meet the needs of its community;
 - Manage staff in a way that promotes their skills, confidence and expertise;
 - Participate in the school's Performance Management process;

Key Accountabilities

Strategic direction and development of the school:

- To assist the Headteacher in shaping the vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement;
- To play a significant role in setting aims and objectives for the school and in producing the School Development Plan along with the Headteacher, governors and other senior leaders;
- To take responsibility for developing and monitoring policy and practice as laid down in the School Development Plan, and in agreement with the Headteacher;
- To assist the Headteacher in school self-evaluation and in the effective planning and management of resources to secure improvements;
- Demonstrate strategic vision and planning, using performance data analysis to inform staff deployment and to set targets;
- Ensure that analysis leads to improved rates of children's progress and overall attainment levels across the designated phase or whole school;
- Creation of strategic and operational data analysis systems to support in-depth analysis of individual teacher, subject and curriculum performance as part of the whole school self-evaluation process.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Work with the governing board as appropriate.
- Support strategic, curriculum-led financial planning to ensure the effective use of budgets and resources.

Leading and Managing Staff

- Lead, drive, motivate, support, challenge and develop staff to secure improvement;
- Support the Headteacher, Executive Headteacher and governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders;
- To actively participate in school / community events;
- In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively i.e. timetables, supply staff;
- To participate in recruitment and selection as agreed by the Headteacher.

Safeguarding

- Take responsibility for promoting and safeguarding the welfare of pupils and staff in accordance with the current statutory guidance and legislation.
- Promote expected standards of behaviour which support learning and positive pupil outcomes;
- Create and maintain an effective partnership with parents/carers to improve children's achievement and their personal and social development;
- Promote a culture of independent learning;
- Take responsibility for handling individual pupil disciplinary cases.

The above responsibilities and expectations are neither exclusive nor exhaustive and the Assistant Headteacher may be required to carry out such other appropriate duties as may be required by the Headteacher within the competence of the individual.

Person Specification

Job Title: Assistant Headteacher

Grade: SAT - LDS

Responsible to: Headteacher

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher status • Recognised degree or equivalent 	
Experience	<ul style="list-style-type: none"> • Recent participation in a range of relevant and significant continuing professional development, including leadership. • Successful Senior Leadership experience. • Impacting significantly on a whole school initiative which has led to raising standards • Experience of leading one or more curriculum areas with evidence of impact of initiatives on pupil outcomes • Successful curriculum leadership and innovation 	<ul style="list-style-type: none"> • Successful Senior Leadership experience or substantial experience of coaching teachers to improve performance.
Skills and Abilities	<ul style="list-style-type: none"> • Improve planning and implementation, monitoring and review. • Developing effective partnerships with parents and outside agencies • Improving the quality of teaching at individual practitioner level and whole school. • Working in partnership with governors • Ability to inspire, motivate and challenge staff including through the development of effective teams 	<ul style="list-style-type: none"> • Ability to manage effectively pupil discipline and have a commitment to a high level of pastoral care • Ability to use performance management to promote and support school improvement
Knowledge	<ul style="list-style-type: none"> • Up to date knowledge of national policies, priorities and statutory frameworks including recent 	

	<p>changes in curriculum and assessment.</p> <ul style="list-style-type: none"> • Knowledge of co-ordinating and leading on school outcomes. • Appreciation of the benefits of effective collaborative working 	
<p>Personal qualities</p>	<ul style="list-style-type: none"> • Excellent communication skills • Exceptional interpersonal skills • Personal impact, commitment, enthusiasm, integrity and resilience • A commitment to promoting and developing pupils' personal development and well-being • Enjoyment, energy and enthusiasm for working with our children • Willingness to maintain own learning and professional development • Being an organised, professional, reflective practitioner and creative thinker. 	

Letter from Jon Whitcombe – Trust Principal

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of seventeen primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and Sittingbourne Community College, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

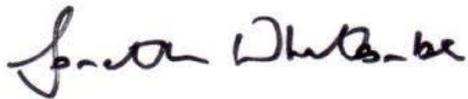
Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared

values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink that reads "Jon Whitcombe". The signature is written in a cursive, slightly slanted style.

Jon Whitcombe
Trust Principal

Welcome from Christina Honess – Head of School

Dear Applicant

Assistant Headteacher

Thank you for expressing an interest in this post. I hope you will take a look at our website at www.westlands.org.uk and take the time to consider the information enclosed with this letter.

Westlands School is good. We have received this judgement from OFSTED on our most recent inspection in February 2019, where we were assessed as good in every category. However, we are not content to sit back and maintain our position. We wish to improve further. At the heart of our desire to improve is a relentless drive to ensure that pupils make exceptional levels of progress in core subjects. Our curriculum is vast, and offering courses to suit pupils of all abilities is one of the reasons for our success.

To achieve our aim, we place the recruitment, retention and professional development of teachers as a top priority. We therefore seek well-qualified, highly skilled, and enthusiastic teachers, who have the highest of expectations of both themselves and the pupils in their classes. We want teachers who enjoy working with young people of all abilities and differing needs.

If you became part of our team, I believe we could offer you a number of benefits. Firstly, you would become part of something successful. Secondly, as a Teaching School we can offer an exceptional package of professional development, ranging from an acclaimed NQT induction programme, training through the nationally recognised Improving and Outstanding Teacher Programmes, the National Professional Qualification for Middle Leadership, the Outstanding Leaders in Education Programme, a Masters Degree, and support for aspiring heads to obtain the NPQH qualification.

We want to appoint teachers of the highest calibre and realise that we also have to offer a competitive remuneration package. In addition, you would be employed by Swale Academies Trust, of which Westlands School is the founder member. There are numerous schools in our trust and we are working with others. The trust will grow further. This means that there are opportunities for teaching jobs and professional development in other schools.

Details of the school can be found on Kent Teach, together with further information about the requirements of the post and an application form. We need to recruit a teacher with a proven track record of ensuring that pupils make at least good/outstanding levels of progress on a consistent basis. The position would suit someone who already has teaching experience, or an NQT looking for their first position.

Westlands School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check.

As a school dedicated to the principle of equal opportunities we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

We would have high expectations of you as a teacher, but I can assure you that the rewards are significant. If you wish to apply you should send a fully completed application form and covering letter to me as soon as possible. I look forward to receiving your application.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Christina Honess', written in black ink.

Christina Honess
Head of School

Swale Academies Trust

The Swale Academies Trust based in Kent came into being in September 2010 as one of the first few Academy Converter Schools based around Westlands School in Sittingbourne. As a National Support School and an Academy Sponsor, Westlands and Swale Academies Trust have developed into one of the South East's leading Academy Sponsors, currently consisting of seven secondary schools and ten primary schools. The Trust provides support for other schools, located in Kent and East Sussex.



As the Trust has grown and developed we continue to ensure that effective school support and leadership is maintained. Most of the schools that join us have had inherent weaknesses and challenges that need to be addressed. This involves intensive support and considerable levels of experience and intervention. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Causeway School, Eastbourne
- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Sittingbourne School, Sittingbourne
- The Eastbourne Academy, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Ashdown House, Sittingbourne

SWALE ACADEMIES TRUST SAFEGUARDING POSITION

Introduction and Ethos

Swale Academies Trust is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. All schools within the Trust recognise their moral and statutory responsibility to safeguard and promote the welfare of all children.

Trust Schools recognise the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The Trust core safeguarding principles are:

- It is a whole school responsibility to safeguard and promote the welfare of children
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All children have a right to be heard and to have their wishes and feelings taken into account
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies
- All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance

There are four main elements to our safeguarding policy:

- Prevention (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures)
- Protection (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns)
- Support (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm)
- Working with parents and other agencies (to ensure appropriate communications and actions are undertaken)

The procedures contained in our policy apply to all staff and governors and are consistent with those of each school's local safeguarding boards.

Recruitment of ex-offenders

The Trust has a written policy on the recruitment of ex-offenders, which is available on the Trust website under policies and documents.

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the [Kent-Teach](#) website and all electronic application should be made via this route. Alternatively, completed forms can be sent by post to the following address:

HR Team
Swale Academies Trust
Ashdown House
Johnson Road
Sittingbourne
Kent
ME10 1JS

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications

- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold. This can be downloaded here:

<https://www.swale.at/page/?title=Privacy+Notice&pid=33>

