



# Marden High School

## **ASSISTANT HEADTEACHER PERSONAL DEVELOPMENT AND WELLBEING**

L11 – L15

Marden High is a thriving 11-16 school that represents everything that is exciting about comprehensive education. We are a school with high aspirations for all our students.

We have an enviable record of examination success, and our former students are to be found in many diverse and successful roles, most having moved through further and higher education. Students regularly achieve excellent academic results, well above the national average, but the staff and governors at Marden believe we can always improve even further. We demand that the learning experience for our students moves with the times whilst maintaining the traditions of good manners, discipline and respect for others. We are looking for an exceptional teacher to join our fantastic school.

As Assistant Headteacher, you will play a key role in the strategic leadership of the school. The main area of responsibility will be to lead on the pastoral care of students, including personal development, behaviour and wellbeing, within the school.

If you are:

- Passionate about learning
- A successful and effective leader
- Hardworking
- Innovative
- An outstanding teacher
- Able to motivate students, staff and parents
- Committed to continuing professional development

Then we would like to hear from you.

The closing date for applications is 9.00am on Monday 10 October 2016 and shortlisting will take place on Thursday 13 October 2016. Interviews will take place on Thursday 20 October 2016.



**Marden High School**

September 2016

Dear Applicant

**ASSISTANT HEADTEACHER  
PERSONAL DEVELOPMENT AND WELLBEING  
L11 – L15**

Thank you for your interest in the above position which is a permanent full time post, commencing on 1 January 2017.

This is a great opportunity to join us at a truly exciting time as we establish ourselves in our fantastic new building, housing state of the art facilities which help provide genuine opportunities for deep learning and true engagement.

As part of a relatively new Senior Leadership Team you will have the opportunity to make key contributions and decisions as we move from a solid foundation to beyond outstanding and providing world class education for our young people.

At Marden we believe in collaboration and we actively seek to forge partnerships within the local community to maximise learning opportunities and to secure the best experience for our students and staff. This is a particularly important aspect of this role.

There are many factors which play a critical part in our success, and they include:

- The high expectation of all staff and governors
- A focus on excellent teaching and quality feedback
- Close monitoring of each individual child's progress
- Talented, committed and hardworking staff
- The wholehearted support received from parents and the wider community

Marden High School is a warm and hardworking community aspiring to excellence in all we do. We want our children to leave school having achieved their full academic potential but also with fond memories.

Marden High School will continue to go from strength to strength, with a committed staff and excellent facilities set within a respectful community. Our students will be challenged, supported and inspired throughout their time with us. We are proud of our success and we recognise and celebrate individual student achievements.

If, after reading the attached material, you would like to apply for the post, please complete the application form and submit it, together with a letter of application. Your letter should include:

- how well you meet the person specification
- the leadership qualities you will bring to this position
- your thoughts on how students gain from excellent teaching.

Your letter should be no longer than 2 sides of A4.

Applications can be emailed to [e.scott@mardenhigh.net](mailto:e.scott@mardenhigh.net)

The closing date for applications is 9.00am on Monday 10 October 2016. Interviews will take place on Thursday 20 October 2016.

If you would like an informal chat about this opportunity, do not hesitate to contact me.

Yours faithfully



Mr M Snape  
Headteacher



# Marden High School

## **ASSISTANT HEADTEACHER PERSONAL DEVELOPMENT AND WELLBEING**

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document, the 1998 Schools Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

- To play a full and active part in the leadership and management of the school and to work at the discretion of the Headteacher and Governor in the pursuit of excellence in all that we do for our young people.
- To ensure continuous improvement in the quality of provision for our learning community so that these are outstanding. This post has a key strategic role in ensuring sound personal development, excellent behaviour, and wellbeing of all students.
- To work with the Headteacher to support and develop staff and the organisation to ensure that the school, overall, moves in a sustainable manner towards outstanding.
- To motivate and lead others by example by being an outstanding teacher, an inspirational role model, and a high performing and reliable leader.

All SLT members share responsibility for:

- Learning and progress
- Subject line management
- Key issues from the Raising Achievement Plan
- Self evaluation
- Order, safeguarding, discipline and behaviour
- Safe and healthy site management

Within the context of contributing as widely as possible to making Marden High School an outstanding school:

- Set high professional standards befitting of a Senior Leader.

- Play a full part in the decision making of the Leadership Team and as a Senior Leader take a measure of responsibility for successful implementation of those decisions.
- Contribute to the duty schedule undertaken by Senior Leaders.
- Other responsibilities will be determined on appointment and reflect the postholder's skills and areas of expertise.

This Job Description may be amended at any time following discussions between the Headteacher and member of staff, and will be reviewed annually.

## **SPECIFIC JOB DESCRIPTION**

### **ROLE PURPOSE**

- Leading and managing the work of the school in relation to Personal Development and Wellbeing and parental/carer involvement in learning and school.
- Leading and managing a team of Year Leaders and related staff to ensure regular tracking of overall pupil progress, high standards of behaviour and positive attitudes to learning.
- Taking responsibility for the impact of school policies on behaviour and attitudes to learning.
- Monitoring and evaluating progress in improvements in overall behaviour for learning with all key stakeholders.
- Advising the Senior Leadership Team on all matters associated with behaviour and attitudes to learning and to ensure that at all times the Headteacher is appraised of how the school is benchmarked against the highest standards of behaviour for individuals or cohorts of students.

### **RESPONSIBILITIES**

#### **Leading and Managing Teaching, Learning, Achievement and Standards**

1. Ensuring that student progress is tracked by Year Team Leaders and data used effectively to maximise achievement and wellbeing.
2. Working closely with the Assistant Head (Inclusion), to ensure any student in need of additional support is referred appropriately.
3. Developing the behaviour for learning policy and its implementation including the continued development of appropriate rewards and sanctions.
4. Ensuring reports to parents are quality assured and timely.
5. Devising and implementing methods of tracking, recording and reporting wider student achievement, participation and wellbeing to parents and carers.

6. Liaising with parents and external agencies on the wellbeing and achievement of learners.
7. Supporting and leading where relevant with transfer and transition arrangements at all key stages.

### **Strategic Leadership and Day to day Management of the Organisation**

1. Leading on ensuring a safe and supportive learning environment is provided for all learners before, during and after the timetabled day including lunchtimes.
2. Organising and ensuring the supervision of effective daily duty teams through year leaders.
3. Supporting the smooth operation of all relevant school events by ensuring procedures and processes are followed.
4. Leading relevant working groups.
5. Ensuring assemblies, parents' evenings, school events are of a high quality.
6. Writing and keeping up to date pastoral handbook and guidance for form tutors and Year Leaders and other relevant documentation.
7. Disseminating leading practice relating to the management of behaviour for learning into the school within an agreed framework.
8. Providing regular progress updates to SLT about the successes, issues and concerns of all year teams.
9. Liaising with parents, outside agencies and other education providers as appropriate.

### **Leading and managing people**

1. Providing clear leadership, guidance and support, within the agreed framework for the team of Year Leaders and ensuring that they are doing the same for their tutor teams.
2. Supporting and assisting subject leaders to ensure they understand, and are actively implementing the key aspects of the school's behaviour policy.
3. Leading agreed aspects of CPD and Professional Learning Communities.
4. Establishing clear expectations and constructive working relationships among staff involved through team working and mutual support.
5. Performance managing staff and line managing areas as required and using the process to develop their personal and professional effectiveness.
6. Compiling the annual overall SEF for Personal Development and Wellbeing and the School Improvement Plan based on the contributions of each year group and whole school aspirations.

## **Leading and management within the Community**

1. Leading and developing relevant aspects of student and parental involvement in learning.
2. Compiling and updating, annually, a document which outlines the range of student voice opportunities available.
3. Drawing up an annual programme of assemblies which complement the PSHCE and tutor time programme and which take into account relevant global events.
4. Leading and developing the school and year councils.
5. Ensuring the views of parents and learners are sought systematically and acted upon.
6. Leading and coordinating all fundraising and charity events.
7. Attending pupil related events in the community.

## **ACCOUNTABILITY**

### **Quality assure all aspects of the above including:-**

1. The use of tutor time
2. Tutor team meetings
3. The general use of planners
4. The quality of reports to parents from a parent and pupil perspective
5. Attendance to school and lessons
6. Punctuality to school and lessons
7. Uniform
8. Behaviour for learning
9. All relevant documentation and communication relating to Personal Development and Wellbeing.

### **Other specific duties applicable to this role:**

The role description is not a comprehensive definition. It will be reviewed annually and it may be subject to modification or amendment after discussion.



# Marden High School

## Person Specification

### Assistant Headteacher

#### L11 - L15

Person Specification for All Staff at Marden

We expect all educators at Marden to:

- Be committed to raising standards and continuous improvement
- Help each child meet their full potential whatever their starting point
- Relate well to our students
- Put student needs first
- Be self starters and aim for the best in what they do
- Have confidence and competence in the use of ICT
- Be team players
- Communicate well
- Be positive and co-operative, especially in times of change
- Be reflective practitioners
- Be punctual and meet deadlines

**The learning and progress of our students is at the very heart of all that we do.**

#### **As stated in national teachers' pay and conditions**

And in particular:

All Marden teachers should provide effective lessons, which:

- Accord with the Marden house style
- Are planned and meet individual learning needs
- Contain a range of appropriate strategies for teaching and classroom management
- Make effective use of information about prior attainment to set expectations for students
- Maintain good order and discipline, safeguarding health and safety



# Marden High School

## Person Specification: Assistant Headteacher

	<b>Attributes, Experience and Skills</b>	<b>Evidence</b>
<b>Qualifications and CPD</b>	<ul style="list-style-type: none"> <li>• Graduate and Qualified Teacher Status</li> <li>• Evidence of continued professional development</li> <li>• Commitment to and practice of ongoing research into teaching and learning and school improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• At least 3 years' successful middle leadership experience</li> <li>• Understanding of key educational issues/change, combined with the ability to lead and co-ordinate their effective implementation</li> <li>• Successful and proven track record of innovation and leading change with a demonstrable impact on school improvement</li> <li>• A record of sustained progress in learning, with improved outcomes for students</li> <li>• Successful line management of key areas of responsibility and holding others to account</li> <li>• Experience of effectively working with others including parents, governors and external agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> </ul>
<b>Professional and Leadership Skills</b>	<ul style="list-style-type: none"> <li>• Highly successful classroom practitioner, including evidence of high level student achievement and consistent outstanding teaching over time</li> <li>• An excellent team player – to lead by example and provide support and challenge to others</li> <li>• The ability to think and act strategically at whole school level</li> <li>• Clear vision for raising standards</li> <li>• Highly tuned ability to analyse and use information to drive school improvement</li> <li>• Skilled at working with people with the ability to inspire and motivate others –</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> <li>• Presentation</li> </ul>

	<p>both staff and students</p> <ul style="list-style-type: none"> <li>• The ability to challenge, influence and motivate others</li> <li>• Excellent problem solving skills</li> <li>• Outstanding presentation and communication skills – including in written communications</li> <li>• An ability to complete tasks to a high standard with attention to detail</li> <li>• Readiness to identify and respond to new challenges with good judgement and perseverance</li> <li>• A well-developed sense of school advocacy</li> </ul>	
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Strong commitment to the values and ethos of the school</li> <li>• A positive, professional role model for staff and students, with high expectations of themselves and others</li> <li>• Dedication to school improvement – with energy, drive and a sense of purpose</li> <li>• An effective self-manager and independent worker, who can prioritise and adapt as required with the capacity to work well under pressure</li> <li>• Decisive, fair, consistent and focused on solutions</li> <li>• Reliable, honest and trustworthy, demonstrating the highest professional standards</li> <li>• Integrity in relation to their own and the school's practice</li> <li>• Enthusiastic and hard-working</li> <li>• Able to demonstrate resilience and perseverance</li> <li>• Reflective and self-evaluative – individually and within the context of a team</li> <li>• Flexible and adaptable to suit the school's needs</li> <li>• Creative and innovative</li> <li>• A good listener and communicator</li> <li>• Able to maintain focus and perspective at all times and overall</li> <li>• A passion for helping young people develop, learn and achieve their best – whatever their starting point</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Presentation</li> <li>• Interview</li> </ul>