

Dear Applicant

Thank you for your interest in the position of **Assistant Headteacher (Teaching and Learning)**, based at **Blacklow Brow School, Tarbock Road, Huyton, Liverpool, L36 5XW**.

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit [thethedeantrust.co.uk](http://thethedeantrust.co.uk).

### **Method of Application**

The preferred method of application is electronically via email to [LindaYates@BlacklowBrowSchool.co.uk](mailto:LindaYates@BlacklowBrowSchool.co.uk). All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

### **Closing Date**

Applications received after the closing time of **12pm Friday 18<sup>th</sup> May 2018** will not be considered.

### **Interview Date**

The provisional interview date is **Tuesday 22<sup>nd</sup> May 2018**.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0151 477 8010 or email [LindaYates@BlacklowBrowSchool.co.uk](mailto:LindaYates@BlacklowBrowSchool.co.uk). Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Mrs L Yates  
**Business Manager**

**Believe Achieve Succeed**

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# Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

<b>Job title</b>	<b>Assistant Headteacher – (Teaching and Learning) (TLR 2a)</b>
<b>Reporting to</b>	<b>Headteacher</b>
<b>Main purpose of job</b>	<b>To lead on Teaching and Learning at Blacklow Brow School To be part of the Senior Leadership Team</b>
<b>Key responsibilities:</b>	
<b>Roles and essential characteristics</b>	
<p>As strategic managers with whole-school and Trust responsibilities, Senior Leadership Team members share the following roles including a contract which goes beyond the 1265 hours working time applicable to teachers on the teachers' pay scale.</p> <ul style="list-style-type: none"><li>• Demonstrating a commitment to teamwork and collegiality</li><li>• Being a very effective classroom practitioner and undertaking an appropriate teaching load (performance should meet or exceed threshold standards)</li><li>• Demonstrating a commitment to raising pupil attainment and staff expectations in every aspect of school life</li><li>• Being visible and high profile; reinforcing standards of pupil behaviour and the Trust's core values and ethos (including supervision, duties and assemblies)</li><li>• Conducting themselves as professional role models for all staff and pupils; offering leadership, direction and support based upon effective communication and inter-personal skills</li><li>• Being involved in policy formulation, implementation and review</li><li>• Being comfortable in a culture which expects them, and others, to have clear performance targets for self and school improvement</li><li>• Thriving in situations in which they, and other colleagues, learn and develop professionally</li><li>• Presenting the Academy to parents/ carers and the community in a positive light in order to enhance its already positive image</li><li>• Having major management responsibilities, oversight of the work of other colleagues, and direct responsibility for specific objectives in the School Improvement Plan including carrying out Appraisal reviews</li><li>• Reporting regularly to appropriate Local Governing Body committees and/or the Trust Board on specific aspects of the School Improvement Plan</li></ul>	
<b>Principal responsibilities</b>	
<ul style="list-style-type: none"><li>• To be responsible to the Headteacher for all aspects identified within the job description and to carry out the responsibilities of a member of the Senior Team</li><li>• To contribute to Dean Trust wide strategy and practice when appropriate</li><li>• To attend and contribute to Dean Trust leadership forums when appropriate</li><li>• To lead on Dean Trust wide initiatives and policies when required</li><li>• To develop best practice across the Dean Trust through personal dynamic leadership and active cross-Trust liaison at middle and senior leadership level</li></ul>	

- To support the work of the Dean Trust Teaching School
- To undertake line management responsibility for named staff
- To assist the Headteacher in planning and delivering Academy policy - with specific responsibility and accountability in agreed key areas
- To promote high expectations of pupils and staff and to lead by example, re-enforcing the corporate ethos
- To contribute to the development and implementation of the Academy's Self Evaluation Form (SEF) and School Improvement Plan (SIP)
- To prepare reports for the Trust, Senior Leadership Team and the Local Governing Body
- To be involved in the process of recruitment and selection of teachers/ support staff
- To be flexible, working alongside other Academies within The Dean Trust
- To be aware that the job description will change and develop as the Academy continues to develop and expand

### **Specific Teaching and Learning Responsibilities**

- To take a lead role in the management of teaching and learning.
- To lead and manage the monitoring of the quality of teaching and learning through the systematic scheduling of lesson observations and the analysis of feedback as part of the school's quality assurance and self-evaluation processes, including subject self-evaluation, ensuring effective communication of ideas and information and the sharing of expertise and good practice.
- To collate, analyse and evaluate the outcomes of all quality assurance procedures regarding the quality of teaching and learning and use them to inform the School Improvement Plan, the school's programme of CPD, school self-evaluation, reports to Governors and other stakeholders.
- To provide regular updates and reports to Governors, Senior Leadership Team and other key Dean Trust personnel at the end of each term on the quality of teaching and learning.
- To provide high quality challenge and support, together with mentoring and coaching, to all staff to ensure the quality of teaching and learning is at least good and frequently outstanding
- To hold subject leaders to account for the quality of teaching and learning in their subject.
- To organise all resources to support the quality of teaching and learning .
- To assist the Headteacher in reviewing, implementing and drafting the School Improvement Plan
- To lead, develop and co-ordinate the programme of induction for Newly Qualified Teachers
- To lead developments in the teaching and learning of Gifted and Talented (G&T) students and to organise/contribute to associated enrichment and extension activities for G&T students
- To work in collaboration with other Dean Trust Schools
- To work with the Headteacher and other members of the SLT to lead and co-ordinate the planning, procurement and delivery of the school's Continual Professional Development Programme for all staff and to contribute to the delivery of INSET on all aspects of teaching and learning
- Provide training opportunities for teaching assistants, other teachers and Governors to use assessment data.
- To provide high quality line management to designated subject leaders ensuring that all students with challenging behaviour are successfully engaged in learning and all students are supported to reach high levels of attainment and achievement
- To monitor pupil progress on a termly basis from teachers' on going assessments against key learning objectives and provide the Headteacher with summary information

### **All employees have the responsibility to:**

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate

- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder

Should the successful applicant be a Newly Qualified Teacher, the appointment, in the first instance, would be for a period of 1 year with a review on successful completion of NQT year.



## Person Specification

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the requirements of the post. **Candidates MUST meet the essential criteria.** Candidates who fail to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine a candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered in the interview process and references.

Disabled applicants who meet the minimum essential criteria will be shortlisted for interview.

Evidence Key	
Application Form & Supporting Letter	A
Selection Process	S

Professional Qualifications and Experience		
Criteria	Essential (E) Desirable (D)	Suggested Evidence
Senior leadership or Middle leadership experience within an educational setting	D	A
Qualified Teacher Status (QTS)	E	A
Evidence of further training for Senior Leadership such as MA, M.Ed, NPQSL, NPQML	D	A
Commitment to accredited school leadership and management training/career development	E	A
Current safeguarding training	E	A
Ability to demonstrate commitment to safeguarding and promoting the welfare of children	E	A or S

<b>Qualities &amp; Knowledge</b>		
<b>Criteria</b>	<b>Essential (E) Desirable (D)</b>	<b>Suggested Evidence</b>
Exhibits current knowledge and understanding of educational policy locally, nationally and globally	E	S
Demonstrates a commitment to Continuous Professional Development	E	A
Can evidence strong middle or senior leadership	D	A or S
Has a proven track record as an excellent teacher with ambitious standards	E	A or S
Has a proven track record of securing appropriate outcomes for pupils in line with their starting points	E	A or S
Promotes equality and inclusive practices	E	A or S
Demonstrates analytical understanding and uses data effectively	E	A or S
Is committed to safeguarding pupils	E	A or S
Understands about the relationship between managing performance, CPD and sustained school improvement	E	A or S
Effective team work with the school, Trust and with external partners	E	A or S
Inspires and influences others	E	A or S
<b>Personal Qualities &amp; Attributes</b>		
<b>Criteria</b>	<b>Essential (E) Desirable (D)</b>	<b>Suggested Evidence</b>
Resilient	E	A or S
Demonstrates honesty and integrity	E	A or S
Self-motivated, enthusiastic and energetic	E	S
Excellent communication and interpersonal skills	E	A or S
Effective working relationships	E	A or S
Excellent organisational skills	E	A or S
Prioritises, meets deadlines and performs effectively under pressure	E	A or S
Demonstrates initiative and problem-solving skills	E	A or S
Flexible and adaptable to change	E	A
Excellent Attendance & Punctuality Record	E	A

