



NESTON  
HIGH SCHOOL



Neston High School  
Raby Park Road  
Neston  
Cheshire  
CH64 9NH

0151 336 3902

[www.nestonhigh.com](http://www.nestonhigh.com)

Headteacher: Mr K Simpson

## ASSISTANT HEADTEACHER Application Pack



NESTON  
HIGH SCHOOL





### Open letter from Mr K Simpson (Headteacher)

Dear Colleague,

Thank you for showing interest in our school and our community. Below I have outlined some key notes for you. This is in order to help paint the picture that this outstanding opportunity provides and allow you to appreciate the importance of this new role. The successful colleague will join a dedicated team and become an integral leader, as we set out on a new adventure for all involved in the life of the school. For further information on the school, a more global understanding can be found from the website at [www.nestonhighschool.com](http://www.nestonhighschool.com).

Neston High School is a large 11-18 rural comprehensive school with 1730 students on roll. We are an oversubscribed school, serving not only our local families, but also students who travel from Chester, Wales, and the Wirral to be a part of our thriving community. In this school every student, every parent and every member of staff really does matter, as this partnership allows the greatest opportunity for all to flourish and grow.

It is a truly exciting time to be joining our school, with our state-of-the art £22 million new build and our recent accolades and successes. Every student is assured of an exciting, stimulating and challenging educational journey here at Neston and already since my own appointment I know all colleagues strive to ensure we provide the best opportunities for all our young people. I have now been in post since January 2019 and I am humbled and excited to be leading this well-respected learning organisation. The present School Strategic Vision & Direction document can be found on the school website.

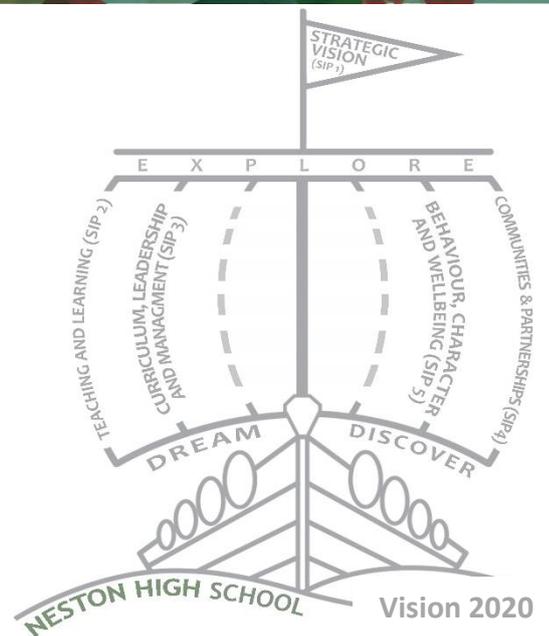
Following a 360° audit, with students, parents and staff, the professional, dedicated and ambitious Board of Trustees are working with myself and other stakeholders to establish a new Vision and Strategic Improvement Plan. This will be in place for Summer 2020 and is built upon creative staffing structures and processes; a new innovative exciting curriculum model and an outward facing philosophy. At its heart the vision enhances the holistic outcomes for each child and family whilst maintaining a strong focus on academic success.



The new Vision 2020 is being built upon four key sections:

- 1) Teaching & Learning (T&L)
- 2) Curriculum, Leadership & Management (CLM)
- 3) Communities & Partnerships (CP)
- 4) Behaviour, Character & Wellbeing (BCWB)

The Senior Leadership Team will have strategic responsibility for each of these areas and will quality assure the progress towards the defined Key Performance Indicators (KPI). These will be finally defined post the holistic data outcomes from the Summer results 2020. The new Assistant Head will have a strategic input in setting these KPIs.



Enclosed is the new Senior Leadership Model explaining the new staffing structure and line management routes. (see Appendix 1)

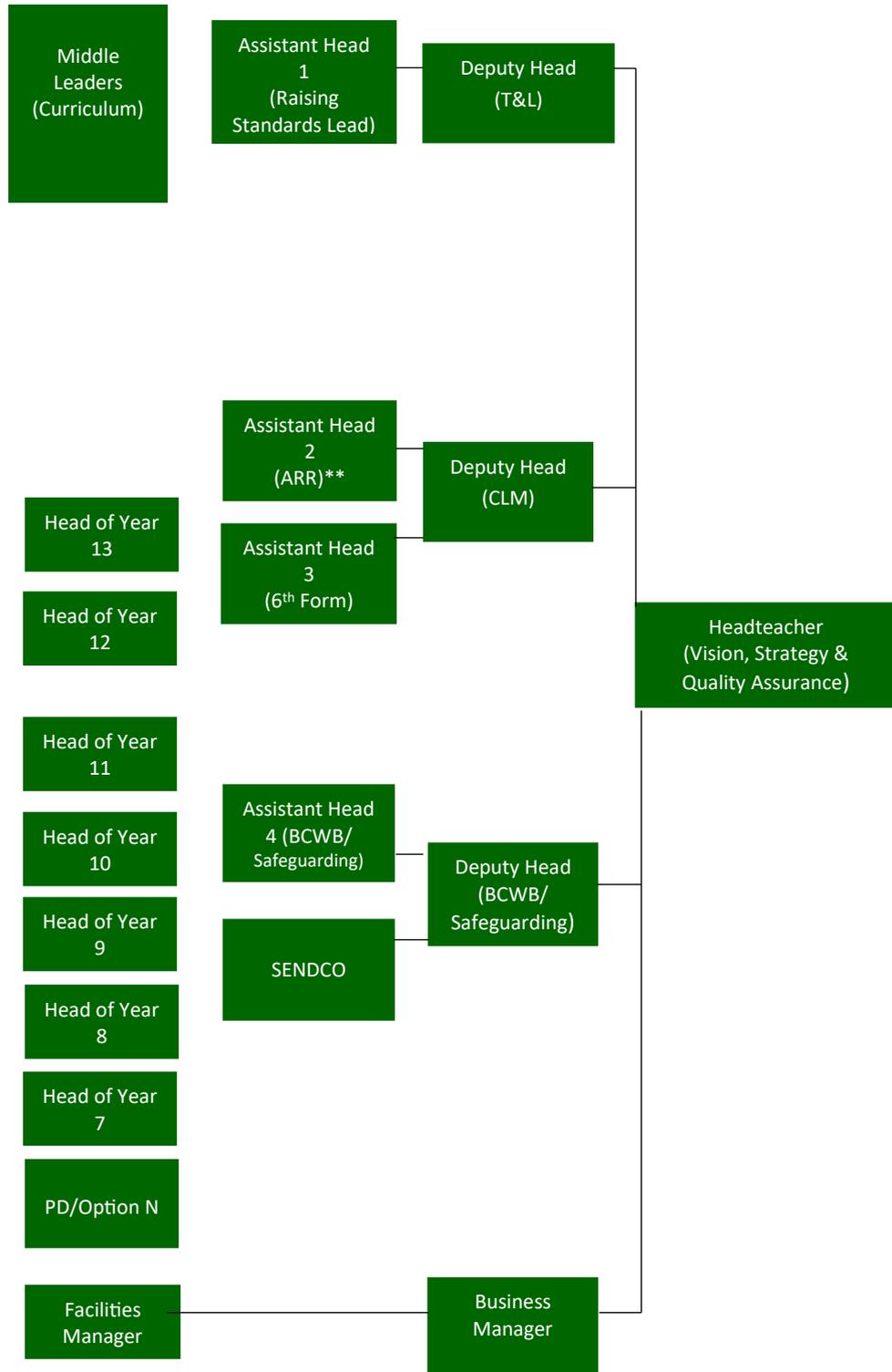
In September 2019 we enhanced our very successful House System by providing greater opportunity for activities and events to occur. To foster this, we have implemented our curriculum to build in “Option N (Neston)” where all students and staff focus on developing Character & Wellbeing.

To support day to day standards, plus monitor and track the progress of our young people we have moved to a Head of Year structure, supported by key Assistant Headteachers, based upon: Key Stage 3, Key Stage 4, Key Stage 5.

The new Assistant Headteacher will support development of these structures, in order to allow all of our students and colleagues the opportunities to “throw off the bowlines, sail away from the safe harbour, catch the trade winds in their sails in order to Explore Dream Discover”. I hope you are excited by this vision and opportunity! If so we look forward to receiving your application and to you potentially joining the Neston team.

Kindest regards and thank you for considering this position.

K.Simpson



Roles and Responsibilities reviewed on an annual basis.

\*\* To be appointed



**Assistant Headteacher with responsibilities for Assessment, Reporting and Recording  
Starting September 2020.  
(Teaching hours up to 20 per fortnight)**

*Do you wish to contribute to the next phase of the Neston High School journey towards outstanding?*

*Do you have a passion for outstanding holistic learning based on ARR?*

*Do you have the ability to innovate and lead on whole school priorities?*

*Do you have an excellent track-record of inspiring students and colleagues to reach beyond their potential?*

*Do you have the drive and vision to lead a team in order to impact on student/staff outcomes?*

*Do you have high aspirations for colleagues and yourself?*

*Do you have a vision for excellence?*

If you are excited by your answers to these questions, then you may wish to apply to become an Assistant Headteacher here at Neston High School.

We are looking to appoint an inspirational colleague, to join our SLT. We are building on present best practice and you will help develop and shape a new strategic vision in order to raise standards even further.

This is an exciting time for the school as it moves forward developing a strategic vision that, at its heart enhances the holistic outcomes for each child and family whilst maintaining a strong focus on academic success.

Colleagues will be required to lead from the front and be dynamic, creative and effective at all levels.

We would encourage a visit to our school prior to application. If you wish to arrange this or have further questions please contact Mrs Leadbetter ([leadbetterh@nestonhigh.com](mailto:leadbetterh@nestonhigh.com)) or call 0151 336 3902 ext 320.

Please complete an application form and attach a supporting letter expressing your interest and demonstrating how your experience to date meets the criteria and enhances the future vision. Application form and information pack available from Mrs Helen Leadbetter, PA to Headteacher email: [leadbetterh@nestonhigh.com](mailto:leadbetterh@nestonhigh.com)

**Closing date for applications: 9am Monday 27<sup>th</sup> January  
Interviews to be held: Tuesday 4<sup>th</sup> February**

Our school community places the highest priority on keeping our children safe. Applicants for all posts will be subject to stringent vetting and induction processes. The holder of these posts will be required to work with children under the age of 18 in a position of trust, and is, therefore exempt from the Rehabilitation of Offenders Act 1974. The successful candidates will be subject to an enhanced Disclosure and Barring Service check.



<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced From?</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A degree</li> <li>• A teaching qualification</li> </ul>	<ul style="list-style-type: none"> <li>• A higher qualification in education and/or management</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Substantial and significant experience within an existing leadership team</li> <li>• A track record of excellence in teaching</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in an 11-19 school</li> <li>• A record of planning and delivering whole school improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> </ul>
<b>Abilities and Skills</b>	<ul style="list-style-type: none"> <li>• Proven ability to drive a vision to a desired outcome</li> <li>• To lever change leading to impact on learning outcomes for students</li> <li>• To lead and motivate teams</li> <li>• To provide appropriate support and challenge to colleagues</li> <li>• To take and act upon initiative</li> <li>• To have a strong presence and maintain a high profile</li> <li>• To safeguard and promote child safety and welfare</li> <li>• To work with a variety of partners</li> <li>• To prioritise and complete tasks</li> <li>• Effective communication and listening</li> <li>• A creative approach to problem solving</li> <li>• Strong interpersonal skills</li> </ul>		<ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Selection process</li> <li>• References</li> </ul>

	<ul style="list-style-type: none"> <li>• Efficient resource management inc. MIS systems and data analysis packages</li> <li>• Excellent IT skills</li> <li>• Confident and effective presentation skills</li> <li>• Sense of perspective</li> </ul>		
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Clear commitment to achieving the best for all members of the school community</li> <li>• Belief in inclusion, achievement and aspiration</li> <li>• Strong sense of community</li> <li>• Strong sense of justice and mutual respect</li> <li>• A dynamic approach</li> </ul>		<ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Selection process</li> <li>• References</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Current best practice research/educational thinking and initiatives</li> <li>• Effective curriculum innovation strategies</li> <li>• Strategies to raise standards of attainment and progress</li> <li>• Personalisation of learning</li> <li>• School performance data</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Alternative Provision</li> <li>• Experience of co-ordinating options process</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Selection process</li> <li>• References</li> </ul>



**Responsible to:** Headteacher/Deputy Headteacher

### **OVERALL RESPONSIBILITY**

To carry out the general and specific professional duties as set out in the current 'School Teachers' Pay and Conditions Documents'.

To be a member of the Senior Leadership Team (SLT), taking part in the decision-making process of the School.

### **SECTION 1 – DUTIES**

#### **General**

1. Implement strategies for the efficient running of the School within the policies adopted by the Governing Body.
2. Help create a commitment to a clear vision for an effective school.
3. Initiate and manage change and improvement to develop the School and the staff.
4. Use Leadership and Management (LM) time effectively for these purposes.
5. A reasonable proportion of timetabled time will be designated as LM time and it will be allocated in blocks of no less than 30 minutes.
6. On a day-to-day basis, manage and lead staff.
7. Deploy staff effectively in order to enable staff to achieve a good Work/Life balance.
8. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to 'Keeping Children Safe in Education' and 'Working together to Safeguard Children' as well as the Prevent Duty.

#### **Specific**

1. Identify challenges and expectations of leadership in designated areas of responsibility and take the lead in new developments to enable the school to meet changing needs.
2. Lead the development, and implementation of aims, objectives and policies for the school.
3. Identify desired outcomes and success criteria and provide a clear model of what is expected for the implementation of change in designated areas of responsibility.
4. Share the vision, ensuring senior and middle management recognise and understand their participation in the learning process and provide training and support to manage the change.
5. Provide clear direction and establish a systematic monitoring and evaluation programme to evaluate the change process.
6. Identify teaching and learning priorities on teaching practices and lesson planning in the light of national change and initiatives to meet the needs for school improvement.
7. Update, and present to the Trustees, any policies in designated areas of responsibility.
8. Be a line manager for designated departments and assist middle leaders to develop their role as lead learner in the department ensuring there are systems, resources and time available to support them in their role.
9. Co-ordinate Child Protection, implementing policies and procedures following LEA guidelines.
10. Input into Teacher Training and leading appropriate INSET.
11. Take school assemblies.
12. Chair staff meetings / working parties as required.
13. Monitor teaching and learning in designated departments and meet regularly with middle managers to discuss / review / evaluate progress made in implementing change and professional development of departmental staff.

14. Contribute to the annual revision of the School Self-Evaluation Form (SEF), ensuring areas of responsibility have accurate data and information.

### **Assessment, Recording and Reporting, Data**

1. To keep abreast of and interpret relevant national, local and school data, research and inspection evidence to inform policies, expectations and targets
2. To ensure that challenging targets are set for subjects, individuals and key groups of students
3. To oversee assessment within the curriculum including baseline and evidencing progress for key groups of students and individuals
4. To support a consistent and continuous school wide focus on student achievement, using data and benchmarks to monitor and track progress and embedding a cycle of assessment, analysis, intervention and review; with a particular focus on closing the gap for disadvantaged students
5. To provide timely data analysis to drive school improvement and ensure high standards for all to identify effective strategies for raising the attainment of key groups of students and work with staff to implement and evaluate
6. To lead on the schools' assessment processes and systems including all examinations
7. To ensure that parents/carers and students are well-informed about the curriculum, attainment and progress and are able to understand and contribute to targets for improvement
8. Lead on the management of the whole school MIS
9. Develop and implement tracking systems, monitoring and evaluating their effectiveness and impact in raising attainment.
10. Lead on all aspects of assessment and report writing throughout the school
11. Lead the co-ordination of student options

### **Health and Safety**

1. Undergo Basic First Aid training and update courses.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety & Welfare.

### **Continuing Professional Development - Personal**

1. In conjunction with the Headteacher, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the School Curriculum.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain a professional learning portfolio of evidence to support the Performance Management process - including the incorporation of targets related to leadership, evaluating and improving own practice.
4. Effectively manage own time when dealing with the wide range of day-to-day and long term demands of the post.

### **Continuing Professional Development – Staff**

1. Identify pedagogical skills and knowledge required by staff to meet demands of new initiatives and for school improvement.
2. Audit staff existing knowledge on initiatives and practice; identify outcomes when changes in place, and whole school success criteria recognising changes.
3. Provide a range of professional experiences, supported routes to learning and examples of success criteria to enable staff to identify personal achievement.
4. Take a leading role in the provision of high-quality professional development and INSET that allows staff to support each other with their learning and opportunities and time to engage in reflective practice.

5. Establish coaching and mentoring systems to provide vehicles for professional dialogue and peer support.
6. Prepare evaluation procedures that measure enhanced pupil learning outcomes using data monitoring achievement levels, 'pupil voice' surveys and use of parental feedback on curriculum/homework/pupil comments, etc
7. Line manage staff for named subject areas - deploying staff effectively, in order to enable staff to achieve a good Work/Life balance. N.B. Named subject areas are identified in the SLT roles and responsibilities document and are reviewed annually.
8. Enhance the Performance Management programme, by making use of, where appropriate, other sources of expertise, e.g. LEAs, outside training agencies, etc.
9. Consider the expectations and needs of other members of staff, and in particular ensure that new appointees, trainees (ITT & SD) and NQTs are appropriately monitored, supported and assessed in relation to QTS and Induction Standards and those of the School, e.g. by the incorporation of targets related to leadership, professional development and pupils' attainment.
10. Maintain a professional learning portfolio of evidence and learning log to support the Performance Management process.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. This is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning across the School and the pastoral care of the students in their charge. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.