



North East
Learning Trust

WE'RE LOOKING FOR
AN **ASSISTANT**
HEADTEACHER
TO JOIN OUR TEAM



ASHINGTON
Academy

Ashington Academy
Green Lane, Ashington
Northumberland, NE63 8DH

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www.ashingtonacademy.co.uk

Assistant Headteacher - Assessment and Sixth form Lead

Required from September 2019

Salary: L11 – L15

We are seeking to appoint a highly qualified, motivated and ambitious leader with the highest personal and academic standards, someone who is an outstanding practitioner, with high expectations and a record of achieving the best outcomes from their students. We are looking for a leader with drive, energy, a genuine love for teaching and learning and a passion for ensuring students fully achieve their potential.

Are you a consistently excellent practitioner who is looking for a new challenge and the next step into senior leadership?

Do you want to join a forward-thinking Trust with innovative approaches to learning at its core, a Trust that places children at the heart of everything we do?

Ashington Academy has joined the North East Learning Trust and will be able to offer you:

- A welcoming learning environment.
- An exciting opportunity within a rapidly-changing Northumberland school, with evolving leadership opportunities and the chance to make a real difference to children.
- A highly supportive strategic team.
- Skilled and professional colleagues.
- Innovative opportunities for continuing professional development.
- Staff wellbeing package

If you are passionate about the students with whom you work, have high expectations with regards to standards and behaviour and a commitment to ensuring that every student achieves their full potential, we look forward to your application.

Deadline:

Tuesday 26 February 2019

Interviews will take place week commencing 4 March 2019.

Visits to the school are strongly encouraged.

Please contact **Jade Hutton** on **01670 822625** to arrange a visit.

How to apply:

Letters of application should be no more than two sides of A4 and should be returned with application forms to **jade.hutton@bedlingtonacademy.co.uk** or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, Northumberland, NE22 7DS.



Job description

Post title:

Assistant headteacher

Generic responsibilities:

- To work with the Trust, Executive Headteacher and Head of School, Local Academy Council and Leadership Team to formulate and shape the aims and vision for the academy to ensure the best possible outcomes for all students.
- Act as a role model for all members of the academy community promoting high expectations of the quality of teaching and learning, attendance and behaviour.
- To keep up to date with national and local educational developments, which fall within the overall remit of the leadership team but specifically within each leadership team member's areas of responsibility and provide information for staff, governors and others as appropriate.
- Make significant contributions to the School Improvement Plan
- To actively contribute to the academy Leadership Team, attending weekly meetings and other relevant meetings as may be required
- To undertake joint responsibility, with other members of the Leadership team for School Self Evaluation and Performance Management.
- To act as a link manager for identified areas
- To oversee a Key Stage
- To undertake joint responsibility with other members of the Leadership Team for the development of effective teaching and learning within the academy and the highest possible standards of behaviour.
- To actively promote and develop academy's positive ethos and culture.
- Develop, review and support academy policies to ensure their effective implementation
- Take an active role in the appointment of staff.
- Attend and contribute to Local Academy Council meetings as appropriate
- Be accountable for the planning and expenditure of delegated budgets within the remit of the post.
- To undertake responsibility for identified strategic areas of school leadership as negotiated with the Executive Headteacher and Head of School.

Specific responsibilities:

Assessment (including Sixth Form)

- Lead on the whole-school assessment strategy ensuring robust data, assessment and tracking systems are in place for effective monitoring and reporting to students, staff, parents and governors.
- Make effective use of 'baseline data' to set whole school, departmental and individual student targets
- Monitor outcomes against targets and Lead interventions
- Provide timely reports for senior staff and governors
- Produce data analysis to support strategic planning and intervention
- Implement and monitor appropriate and timely interventions for those students who are not progressing
- Ensure all staff are trained in the effective use of data to promote student progress
- Take responsibility for the production of the academic calendar.
- Support the work of the Data and Exams Manager and liaise with them regarding arrangements for internal and external examinations
- Keep up to date with accepted best practice in the field of assessment and advise others on this

Sixth Form Lead

Strategic

- To coordinate day-to-day management, control and operation of the curriculum provision within the Sixth Form
- To coordinate the delivery of the pastoral system within the Sixth Form.
- Through the production of a Sixth Form Improvement Plan develop aims and objectives for the Sixth form which have coherence and relevance to the needs of students as well as the academy as a whole
- To coordinate the recruitment and marketing of the Sixth Form

Curriculum

- To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum.
- To ensure that curriculum for the Sixth Form is clear in terms of its intent, implementation and impact
- To keep up to date with national developments in post 16 education.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To promote and develop appropriate enrichment, extra-curricular and community activities within the Sixth Form.

Welfare and Guidance

- Monitor and enforce good attendance and punctuality.
- Promote and safeguard the welfare of all students.

- Ensure Sixth Form students receive appropriate and timely advice about Careers and Higher Education. Oversee UCAS and apprenticeship applications
- Celebrate the success and achievement of the Sixth Form
- Maximise the opportunities for Sixth Form students to play a full and active part in the life of the Academy.
- To develop the enrichment programme. The programme should ensure every personal statement is exceptional and prepare students for their next steps.
- Oversee the administration of the Sixth Form bursary.
- Instil in Sixth Formers an acute awareness of their importance as role models. Monitor behaviour dress code and use of study time.

Quality Management

- To promote and ensure high quality teaching and learning
- To participate in the monitoring and evaluation of the Sixth Form in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To ensure the maintenance of accurate data including numbers on role and courses of study
- To produce reports within the quality assurance cycle.
- Liaise with Data and Exams Manager to ensure appropriate course and exam entries

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at time of listing, but, in consultation with you, may be changed by the Executive Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



Person specification

	Essential	Desirable	Method of Assessment
Education	<ul style="list-style-type: none">• Qualified Teacher Status• First degree or equivalent in a relevant subject• Recent and relevant Continual Professional Development• Good Honours Degree in a relevant subject		<ul style="list-style-type: none">• Application Form• Letter of Application• Certificates• Selection Process
Experience	<ul style="list-style-type: none">• Recent and successful teacher experience at both KS3, KS4 and KS5• Proven track record of delivering excellent outcomes for students of all abilities• Minimum of two years' experience in a successful Department or equivalent• Experience of leading or managing developments in the curriculum or pastoral area• Experience of making a significant contribution to improving student outcomes at departmental/year group level• Experience of organising and participating in extra-curricular work• Data analysis and target setting at departmental/year group level• Detailed knowledge of SIMS or similar	<ul style="list-style-type: none">• Experience of leading or managing developments in a Sixth Form area	<ul style="list-style-type: none">• Application Form• Letter of Application• Selection Process• References
Aptitude and skills	<ul style="list-style-type: none">• Excellent communication skills both verbal and written• Excellent classroom teacher• Ability to work under pressure• Ability to lead, motivate, challenge and inspire staff and students• Ability to initiate and successfully implement change• Ability to analyse and interpret information to make informed decisions and exercise good judgement	<ul style="list-style-type: none">• Experience in the use of new technologies to improve teaching and learning	<ul style="list-style-type: none">• Application Form• Letter of Application• Selection Process• References

	Essential	Desirable	Method of Assessment
Personal Qualities	<ul style="list-style-type: none"> • Reliable and conscientious • Desire and ability to learn new skills • High expectations of all students • Caring and supportive • Enthusiastic team player • Able to organise, plan and prioritise effectively • Flexibility, adaptability and creativity 		<ul style="list-style-type: none"> • Application Form • Letter of Application • Selection Process • References

Any relevant issues arising from references will be taken up at interview.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.