



Notley High School & Braintree Sixth Form

Assistant Headteacher

Information for candidates



Notley High School & Braintree Sixth Form

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Position

Required: September 2022

Pay Range: Leadership Scale, Point 10-14

Notley High School and Braintree Sixth Form is a large secondary school with a clear vision of "working together, achieving together". A unique opportunity has arisen for the successful candidate to play a key strategic role in shaping the next stage of the school's journey.

Although there is much to celebrate at Notley High School & Braintree Sixth Form, the school has faced a number of challenges culminating in a 'serious weakness' judgment in February 2020. Significant developments have been made since the Ofsted Inspection and the school is ready to move to the next stage of the improvement journey.

Notley High School & Braintree Sixth Form are looking to appoint an Assistant Headteacher. The successful candidate should have considerable experience in secondary education who knows what outstanding provision and academic progress looks like. We want a collaborator, who not only will work closely with the Trust schools, but who has a genuine desire to work openly and collectively with the local primary and secondary schools.

This is a fantastic opportunity for an experienced Middle Leader or existing Assistant Headteacher to progress on their leadership journey, who is looking to work collaboratively in a supportive Trust.

Please enclose a letter (maximum 2 sides of A4) with your application form to support your application that highlights your suitability and preparation for this position including your personal educational philosophy and vision.

- This position is not suitable for ECTs (Early Career Teachers).
- Closing Date: Friday 27th May 2022 at Midday
- Interviews: TBC

For an application form please contact Ceri Bird Headteacher PA on 01376 556367 or email ceri.bird@notleyhigh.com

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Bridge Academy Trust welcomes applications from those of all backgrounds, faiths and ethnic groups.



Notley High School & Braintree Sixth Form

Job Description

Job title:	Assistant Headteacher
Responsible to:	Headteacher, line managed by Deputy Headteacher if appropriate
Responsible for:	TBC
Salary/grade	Leadership Scale, Point 10-14

Main purpose:

- Responsibilities to be confirmed based on the strengths of the candidate.

Main tasks:

1. Student Achievement
 - To fulfil the specific areas outlined in the 'Main Purpose' section of the job description to ensure all students are supported allowing them to reach or exceed their agreed targets.
2. Teaching and Learning
 - Ensure that productive discussions of effective teaching strategies are central to the work of the faculty. All members of the Curriculum Area should be expected to be reflective practitioners who regularly review their own and colleagues practice in a constructively, critical way.
 - Ensure that schemes of learning are regularly reviewed and checked against the SoL checklist to ensure coverage of the Notley 10.
 - Actively promote the Notley 10 as the basis for good/outstanding teaching and learning.
 - Use the most current data to inform the placement of students in appropriate classes which will support progress in their learning.
 - Provide guidance for colleagues on how to deliver the curriculum to pupils of differing abilities.
 - Ensure that the Curriculum Area keeps up to date with national and local developments and be prepared to share good practice within the college and beyond.
 - Ensure that the Curriculum Area implements the delivery of cross-curricular issues; literacy, numeracy, SMSC, ICT.
 - Ensure that quality homework is set and marked in accordance with School Policy.
 - Ensure that students work is regularly assessed and that all students have clear indications about how to make progress which they are responding to.
3. Monitoring and Evaluation
 - To monitor and evaluate the curriculum to be delivered, all aspects of teaching and learning, assessment, recording and reporting, planning at all levels and the implementation of the Curriculum Area development plan through:



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- Learning Reviews
 - Assessment Reviews
 - Learning Walks
 - Moderating common assessment tasks
 - Data analysis
 - Response to Ofsted or Internal Self Reviews
 - Work with SLT to carry out periodic Internal Self Reviews.
 - Monitor the implementation of the Curriculum Area (and subject) Improvement Plan.
4. Strategy and planning for improvement
- Produce an annual Improvement Plan for the Curriculum Area (and different subjects within the Curriculum Area) which supports the School Improvement Plan and addresses any issues within the Curriculum Area or specific subjects within the Curriculum Area.
 - Monitor progress of the implementation of the Curriculum Area (and subject) Improvement Plans.
 - Report back on progress made in implementing the Curriculum Area Improvement Plan to SLT and Governors as required.
5. Student work ethos and behaviour
- Promote a positive profile of the Curriculum Area across the school and seek to ensure that students are motivated and enthusiastic when learning in the Curriculum Area.
 - Take responsibility in dealing with problems of discipline within the Curriculum Area in accordance to Academy policies.
6. Parental involvement
- Ensure that all colleagues within the Curriculum Area contact parents appropriately in line with the Behaviour Policy.
 - Respond to parental enquiry within 2 school days.
 - Ensure that colleagues attend relevant parents' evenings.
7. Staffing leadership and management
- To exercise a leadership style which promotes high academic achievement and good staff morale.
 - Play a full part in making sure that the Curriculum Area operates consistently in accordance with Academy policies.
 - Promote and actively inspire a team ethos.
 - Keep SLT informed of key issues in the Curriculum Area by preparing for line management meetings thoroughly.
 - Ensure that all colleagues are effectively line managed via regular timetabled line management meetings.
 - Act as team leader for Performance Management.



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- Ensure that NQTs and any student teachers are effectively mentored.
 - Liaise closely with the timetable co-ordinator to maximise effective deployment of staff and effective setting of students.
 - Actively encourage and support staff to access CPDL opportunities.
 - Encourage and promote the interests of Curriculum Area staff, including giving professional help, advice and support to colleagues and by delegating Curriculum Area responsibilities as appropriate to skills and potential.
 - Advise SLT on recruitment and participate in the selection of staff.
 - Oversee the work of Student Co-educators and LSAs within the Curriculum Area and liaise with the SENCo to ensure that students are supported appropriately in the classroom.
 - Co-ordinate and/or contribute to staff support plans where necessary.
8. Organisation and administration
- Organise and chair meetings and briefings in line with the School meeting structure.
 - Provide written information for the School prospectus, option booklet, website and any other publications.
 - Liaise with outside agencies, feeder primary schools, post 16 providers, local industry and the wider community.
 - Liaise closely with the internal exams officer and ensure that all exam papers are prepared and duplicated in good time.
 - Liaise closely with the external exams officer to ensure that all deadlines are met with regards to exam entries and the completion of mark sheets.
 - To organise appropriate revision sessions in order to support student success in external exams.
 - Ensure that appropriate cover work is organised for classes being covered by supply teachers or cover supervisors.
9. Learning beyond the classroom
- Promote activities beyond the taught day which gives students the opportunity to continue their personal and academic development
 - Organise trips and visits which will extend learning and promote interest in the subjects of the faculty.
 - Ensure that there are opportunities and activities available during the academic year which will engage and stretch the most able and talented.
10. Resources, Health and Safety
- Ensure that curriculum areas are safe, well maintained and attractive both in classrooms and common areas.
 - Co-ordinate the effective and fair distribution of teaching resources and equipment.
 - Maintain an inventory of all subject equipment and resources.
 - Be accountable for the deployment of Curriculum Area funding.



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- Create a striking and individual identity for the Curriculum Area.
- Ensure that all Curriculum Area members implement best practice as laid out in the Safeguarding policy to ensure the safety and welfare of the whole school community.

In addition, you will be required to fulfil any reasonable task as determined by the Headteacher.



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Person Specification

<ul style="list-style-type: none"> • Essential 	<ul style="list-style-type: none"> • Desirable
<ul style="list-style-type: none"> • Educational Qualifications • Good Honours degree • QTS • Evidence of ongoing CPD with respect to leadership development 	<ul style="list-style-type: none"> • NPQSL or NPQML • Higher Degree, e.g. Masters, MBA, PhD
<ul style="list-style-type: none"> • Experience and Skills • Strategic leadership experience, e.g. Curriculum or Pastoral leader • Leadership of a department or significant team • Outstanding classroom teacher • Well-developed ICT skills • Record of raising achievement in a subject, year group or specific groups of students 	<ul style="list-style-type: none"> • Successful middle or senior leadership posts in more than one school • Experience of both curriculum and pastoral management, enabling impact at a whole-school level •
<ul style="list-style-type: none"> • Vision & Values • It is a requirement of the post that the successful candidate will be committed to the Headteacher and the educational philosophy, culture and ethos of and Bridge Academy Trust, which is based on high quality education for all, the journey of the child, excellent pastoral care and relationships, and a belief that every child should 'enjoy, enrich and achieve' during their time at the school. 	<ul style="list-style-type: none"> • • As a senior leader, it is anticipated that the Assistant Headteacher will have his/her own vision for successful education, and will be able to use this to contribute to shaping the vision for the school
<ul style="list-style-type: none"> • Personal Qualities 	<ul style="list-style-type: none"> •



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<ul style="list-style-type: none"> • A desire to listen to children and show interest in their lives • Innovative, creative and flexible • Positive, optimistic and solution-focused • Excellent communication skills, with high level of grammatical accuracy and correct usage in both written and verbal language • Intuitive and empathetic understanding of others • Ability to establish excellent relationships at all levels through strong inter-personal skills • Commitment to personal development • Ability to accept criticism and respond appropriately • Presence and ability to command the respect of others by creating an air of authority and confidence • Ability to be calm in a crisis and use sound judgement to make clear decisions • Ability to multi-task, prioritise and re-prioritise quickly • Ability to work quickly and accurately, meeting deadlines • Ability to assume responsibility yet also delegate appropriately • Ability to be a role model within the school community. <p>Influence the work of others in a positive and sustained manner and hold colleagues to account through effective line management</p>	<ul style="list-style-type: none"> • Be forward-looking and bring an original perspective to problems, informed by educational research • Ability to find time for colleagues even when busy • Capacity for intellectual debate on educational issues • Good understanding of data relating to student progress/outcomes
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Notley High School & Braintree Sixth Form

About Us



Notley High School & Braintree Sixth Form will prepare its students to lead a fulling life by:

- Building resilience;
- Developing aspirations;
- Nurturing talents;
- Promoting positive life choices;
- Stimulating curiosity about the world around them.



We are located in the picturesque town of Braintree in Essex



We have 200 members of staff



We have 1400 children on roll

Key Stage 3 (age 11- 14)

Year 7, 8 & 9

Key Stage 4 (age 14-16)

Years 10 & 11

Key Stage 5 (16-18)

Years 12 & 13



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Our Vision

We want our young people to be curious, challenged, display resilience and be prepared to take risks; in other words, develop a 'growth mindset' approach to learning and to not be afraid of failing, because we all learn from those experiences.

School Ethos

As a school community we want students ...

- ✕ of all abilities and backgrounds to feel valued so that they can 'be the best they can be' and reach their full potential
- ✕ to enjoy coming to school and learning experiences available to them
- ✕ to be enriched with a wealth of opportunities inside and outside of lessons and the curriculum, so that all talents are identified and nurtured.
- ✕ to achieve high standards:
 - ✕ Academically - in terms of examination results
 - ✕ Personally - through their respect for others and their environment
 - ✕ Socially - through their contribution to the life of the school and wider community

Bridge Academy Trust

Join us and be part of our Trust



Mark Farmer,
CEO

“We are a strategic and forward-thinking Trust and we recognise that our staff are a precious resource. We aim to appoint and develop professionals who are welcoming, compassionate, highly motivated and who can promote high expectations.

Being committed to excellence, our staff will work in collaboration to build strong partnerships, allowing us to achieve our vision.”

Bridge Academy Trust wants schools to work with each other in localities for the benefit of the local children and communities.

High quality continuity of every child's journey through education

High quality and effective transition work between key stages and school transfers, ensures that children are 'ready', academically, socially and emotionally for the next stage of their learning journey.



A community and school-led school improvement system

All children and adults are positive citizens within the areas they live and the school it serves.

- ✕ **ENJOY** coming to school and learning experiences available to them;
- ✕ Are **ENRICHED** with a wealth of opportunities inside and outside of lessons and the curriculum, so that all talents are identified and nurtured;
- ✕ **ACHIEVE** high standards:
 - ✕ academically, in terms of examination results;
 - ✕ personally, through their respect for others and their environment;
 - ✕ socially, through their contribution to the life of the school and wider community

Bridge Academy Trust

Our People Strategy

We aim to transform teaching, leading, and learning to fulfil our commitment to giving our children, young people and our communities, the high-quality education they deserve. Each facet of our improvement strategy recognises the need for schools and the wider MAT to recruit, nurture, grow and plan for the succession of a high-quality workforce.



We recognise the development (support and challenge) of leadership at all levels as the key to sustainable school improvement and this is evident in our ongoing financial and resource planning. Frequent and regular time with core improvement team members provides our school leaders and those with leadership responsibility with mentoring, coaching and additional capacity to drive school improvement day to day and over time. There is a shared understanding that school leaders will then work with us to similarly develop staff within their schools, creating a high-quality, committed workforce across our Trust.

You can view our full People Strategy via the Trust website:
<https://www.bridgeacademytrust.org/work-with-us/>

Bridge Academy Trust

Schools in our Trust



Acorn Academy



Chipping Ongar Primary School



High Ongar Primary School



Mildmay Infant and Nursery School



Mildmay Junior School



Moulsham High School



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Oaklands Infant School



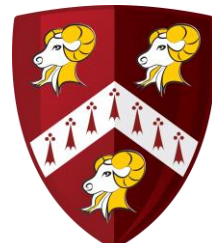
Ongar Primary School



Richard de Clare Community Academy



The Ongar Academy



The Ramsey Academy

Bridge Academy Trust

Contact Us

For an application form please contact:

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Bridge Academy Trust

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