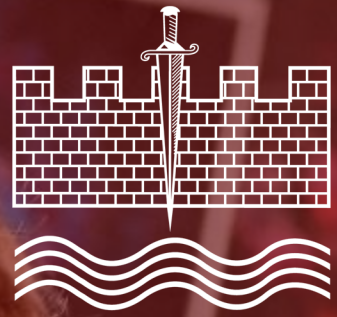


SHOEBURYNNESS HIGH SCHOOL

Southend East Community Academy Trust

EXPECT EXCELLENCE



**ASSISTANT HEADTEACHER:
BEHAVIOUR AND
ATTITUDES**

SECAT

WELCOME

Since SECAT was established in 2016, it has developed beyond all recognition – but always with the focus on improving outcomes of our children and the lives of both our children and families.

We are a family of 6 successful schools all within our joint local community, served by staff who are passionate about engaging children in their learning.

It will therefore come as no surprise to you that we aim high. We want to ensure the highest calibre of leadership and excellent quality of teaching.

I look forward to meeting you and to working with the successful candidate to serve our local community and securing the best possible outcomes for our children and young people.

With very best wishes,

Ruth Brock

SECAT Chief Executive Officer



Building Strong Schools

Building Strong Partnerships

Building Strong Communities

www.secat.co.uk

SECAT

ABOUT US

Shoeburyness is a large comprehensive school of just over 1800 students. We serve the Shoeburyness area to the East of Southend-On-Sea in Essex. We are a hugely diverse community of a school. For example, we operate a Grammar Stream within each year group of 31 places allocated for students passing the Essex Selective Exam, but also an LRB provision for students with physical and education needs.

We are heavily oversubscribed and very proud of the fact that we are the school of choice for many families each year. Our PAN is 310 students in each year group and we are full in all year groups. At our last Ofsted we were judged to be Good in all categories apart from Behaviour and Attitudes, which were judged to be Outstanding. However, we recognise that this report is from 2017 and we are more concerned with looking forward to an exciting future, than resting on our laurels

We believe that every student can and should achieve their full potential and our commitment is one of ensuring our students develop a love of learning, a passion for enquiry and a dedication to being the best that they can be. We aim to ensure that every student is inspired and supported to achieve their personal best and learning comes first. Our motto is "Expect Excellence" and if you are interested in helping us secure excellence for all our students, we would be very pleased to meet you.

Effectiveness of leadership and management
Good

Quality of teaching, learning & assessment
Good

Personal development, behaviour & welfare
Outstanding

Outcomes for pupils
Good

16 to 19 programmes
Good

“
Current pupils’ work across a wide range of subjects and year groups show good progress is being made.
”

“
Pupils behave well because they can manage challenges positively and are resilient.
”

“
They are very good at debating issues and respectful of others’ views and ideas. They support each other very well.
”

“
Pupils are confident and successful learners because of the outstanding personal welfare and development work they experience at school.
”

“
Pupils understand how to keep safe in school and in society.
”

“
Pupils enjoy coming to school. Their attendance is above average and rising.
”

“
Pupils are confident, resilient and successful learners.
”

“
Their attitudes are exceptionally positive, and they work very well with their teachers and their classmates in learning activities.
”

“
Pupils are confident that they, and others in the school, understand how to deal with bullying.
”


Ofsted
Good School

2017

Our Values

Be part of every student's extended family and support them just the same



Never leave anyone out and ensure everyone feels like they belong



In all of our interactions, have due regard for someone's feelings, wishes and rights



Support individuals to face challenges and deal with them positively



Everyone is capable of excellence and our purpose is to ensure you achieve it



VISION MISSION VALUES

Our Vision

We want every child to feel proud of themselves.

Our Mission

To provide a range of opportunities in and outside the classroom that allow our students to become fully rounded individuals that demonstrate positive attitudes to their immediate, local and wider communities and who have aspirations for their own futures.

We will support these attitudes and aspirations with excellent practice that enables our students to achieve the best possible individual outcomes to prepare them for engaging and fulfilling destinations.

SECAT

STAFF

"The first thing that struck me when I joined SHS as a senior leader was the Leadership Team's unerring desire to always strive for the very best for the staff and students in the school. I quickly realised this desire was something that was engrained in all staff in the school who continually go above and beyond in their efforts to give SHS students the very best experiences. The staff of SHS are a strong and supportive team who are justifiably proud of their students and the community that has been created here."

J. BANKS
SENIOR LEADERSHIP TEAM

"I started working here at Shoeburyness High School Easter 2020 during lockdown. It was a very strange time to be starting at a new school but I noticed straight away the 'can do' attitude of the staff. Everyone was friendly and always happy to help even in these strange times. It made the transition in to my new role extremely smooth. I settled in to my new role so quickly as Shoeburyness High School is such a friendly and inclusive place to work, I am proud to be part of the team."

L. MCVEIGH
ADMINISTRATION STAFF

"I have thoroughly enjoyed my time at Shoeburyness High School since joining during my training year in 2019. There is a great community feel amongst staff and students and I was immediately made to feel welcome, this was particularly important for me having moved from outside of the area. There is a real ethos of supporting students in their academic and social development. There is fantastic support available for staff, particularly for trainees and NQTs. I would recommend working at Shoeburyness High School to those that are passionate about teaching and enjoy interacting with a diverse range of students."

S. HAWKINS
NEWLY QUALIFIED TEACHER

SECAT

ASSISTANT HEADTEACHER BEHAVIOUR AND ATTITUDES

Job Title:	ASSISTANT HEADTEACHER
Grade:	SECAT Enhanced Leadership Scale L15-19
Responsible to:	Deputy Headteacher
Pay Range/Salary:	£60,177—£66,392
Start Date:	September 2022
Contract Type:	Permanent
Hours per week:	Full Time
Application Closing date:	Wednesday 25 May 2022 Midnight
Date of Interview:	Friday 27 May 2022

Due to the promotion of the current postholder, Southend East Community Academy Trust (SECAT) and Shoeburyness High School are seeking to appoint a dynamic and dedicated Assistant Headteacher to join our current leadership team adding capacity and thinking to drive our strategic development.

Our new Assistant Headteacher will further embed our vision, values, and ethos to ensure the highest standards of student conduct and high levels of engagement across the school and the curriculum in its widest sense.

This role is suitable for a leader with appropriate skills, knowledge, and experience of significant and successful work with students of all backgrounds and abilities. You will need to be an inspirational leader with a passion for making a difference to the lives of young people. This role requires an individual that is prepared to consistently uphold the highest expectations, support and develop others in doing the same but also someone that can demonstrate compassion and empathy when needed. You will manage an experienced and skilled Pastoral Team, led by the newly appointed Deputy Headteacher for Behaviour, Attendance and Engagement.

Crucially, the postholder will need to have the expertise and interpersonal skills to enable successful work with all staff in further developing and refining consistent and effective classroom engagement and positive behaviour strategies. In addition, they will need to understand and embrace the role that students and parents have in developing a positive culture and be committed to utilising the voice of these stakeholders in school improvement.

KEY ROLE

- To take responsibility for a significant area of the school, including designated staff and develop this to meet challenging targets set out in the School Improvement Plan
- To provide leadership and management of the pastoral and behaviour systems in order to ensure the highest standards of:
 - pupil behaviour and attitudes to learning
 - attendance and punctuality
- To be responsible for the operational (day to day) running of this area
- To develop and enhance the teaching practice of others in line with the school's policies and in partnership with the Assistant Headteacher for Teaching & Learning.
- To work closely with all members of the leadership group on behaviour management and attitudes.

The Assistant Headteacher will also have a timetabled teaching commitment of 40% complying with the teachers' standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated from the Headteacher or Deputy Headteacher.



MAIN AREAS OF RESPONSIBILITIES

Specific to the Post

In consultation with the Deputy Headteacher, implement the pastoral vision for the school:

- **To lead, direct and manage the Pastoral Support Team**
- **To encourage students' engagement with the education process by supporting behaviour for learning**
- **To oversee analysis of behaviour and attendance data and action plan accordingly**
- **To identify teachers' professional development needs in relation to behaviour management and lead training as required**
- **To implement policies, plans, targets, practices and procedures related to behaviour management systems, including the Behaviour Policy and Anti-Bullying Policy**
- **To guide and motivate the Pastoral Team, addressing any training and development needs**
- **To ensure the highest professional standards are maintained within the Pastoral Team in communication with parents, carers and outside agencies**
- **To chair meetings and set agendas for Pastoral Team meetings**
- **To work with other members of the Senior Leadership Team to formulate aims, objectives and strategic plans for the pastoral area, reflecting the needs of the SIP**
- **To develop strategies and actions for tackling attendance and punctuality issues within groups of students or individuals**
- **To keep up to date with national developments and attend relevant training**
- **Act as a Designated Safeguarding Lead.**



MAIN AREAS OF RESPONSIBILITIES

Leadership

Under the direction of the Deputy Headteacher:

- Support in the day-to-day management of the school
- Communicate the school's vision compellingly and support the Headteacher's strategic leadership
- Lead by example, focusing on providing excellent education for all students
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs.

Managing staff

Under the direction of the Deputy Headteacher:

- Assist with the selection and recruitment of new teaching and support staff
- Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account for performance
- Create an ethos within which direct reports are motivated and supported to develop skills and knowledge
- Commit to own professional development, proactively identifying development opportunities.

MAIN AREAS OF RESPONSIBILITIES

Modelling best practice for teachers

- Demonstrate excellent performance against parts one and two of the teachers' standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others.

Systems and processes

Under the direction of the Deputy Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing exemplary behaviour
- Work with the Shoeburyness High School Academy Committee as appropriate
- Work with SECAT colleagues as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school.

Other responsibilities

The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.



PERSON SPECIFICATION

Requirement	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none">• A graduate with Qualified Teacher Status• Able to show evidence of continuous professional development at a level appropriate to the post e.g. NPQML or NPQSL• Able to show evidence of continuous professional development at a level appropriate to the post• Experience of senior leadership with a proven track record of impact• Experience of working with students and families from a wide range of socio-economic backgrounds	<ul style="list-style-type: none">• Experience of leading on a whole school priority• Experience of senior leadership within a large secondary school• Experience of multi-agency working
Knowledge and Skills	<ul style="list-style-type: none">• Excellent classroom practitioner• Thorough knowledge of all statutory requirements and legislation relevant to school attendance, behaviour, and exclusions• Excellent communication skills that enable key messages to be delivered to a variety of stakeholders• Up to date knowledge and understanding of recent pedagogical developments and how they can be applied to improve behaviour and engagement with learning	

PERSON SPECIFICATION

Requirement	Essential	Desirable
Knowledge and Skills	<ul style="list-style-type: none">• Ability to analyse data and information, set stretching targets and oversee intervention strategies• Experience of the challenges surrounding the delivery of outcomes to different student groups within one setting• Knowledge and understanding of equal opportunities and inclusion issues• Set standards for staff and students by personal example of hard work• Commitment to meeting the needs of students and parents and a high level of professionalism in manner and organisation• Secure understanding of the current educational landscape and the challenges and opportunities it presents• Demonstrate ability to plan, lead, motivate, develop, and inspire staff, and to manage change effectively• Ability to inspire confidence and work effectively with governors, school staff, Trust colleagues, students, parents, and other stakeholders• Ability to reach into the community to ensure the school has a highly positive profile• Excellent organisational and administrative skills• Willingness to have tough conversations which are done in a fair and constructive manner that maintains dignity	

PERSON SPECIFICATION

Requirement	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none">• A genuine commitment to students and high expectations for their progress and welfare• Can inspire and influence others• A capacity for hard work• Driven to make a difference and add value• Intrinsically motivated• Resilient• Sense of humour	

REWARD AND BENEFITS

EXPECT EXCELLENCE



Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

We look for talented individuals who share our vision for creating exceptional places of learning and are committed to ensuring that every child in Shoeburyness has access to the best possible education.

We offer a wide range of CPD and training and opportunities for development within the Trust and across the age ranges 3—18.



SECAT

SAFEGUARDING NOTICE

EXPECT EXCELLENCE

Shoeburyness High School is committed to ensuring the highest levels of safeguarding and promoting the welfare of children, and we expect all our staff and volunteers to share in this commitment.

All offers of employment are subject to an Enhanced DBS check, references, medical clearance, and where applicable, a prohibition from teaching check will be completed for all applicants. Before applying, please review our **RECRUITMENT AND SELECTION POLICY AND PROCEDURE**.

EQUAL OPPORTUNITIES

Shoeburyness High School is an equal opportunities employer and welcomes applications from all suitably qualified candidates.

As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

SECAT

NEXT STEPS AND HOW TO APPLY

EXPECT EXCELLENCE

If you have any questions about this opportunity, please contact us via e-mail, or call to arrange a conversation with the SECAT HR Department.

Please contact SECAT Central HR Team via email at hr@secat.co.uk or phone 01702 680864 to arrange a visit.

To make an application please visit www.secat.co.uk for Guidance Notes and to download a SECAT Application Form to be returned completed by the closing date which is Wednesday 25 May 2022 at midnight to hr@secat.co.uk

A copy of the SECAT Recruitment and Selection Policy and Privacy Notice for Job Applicants can be found in the policies section of the SECAT website (www.secat.co.uk)

SECAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references. We are an equal opportunities employer.

SECAT reserve the right to appoint before the closing date.



(01702) 680864



hr@secat.co.uk



www.shoeburynesshigh.co.uk



**Caulfield Road, Shoeburyness,
Essex, SS3 9LL**

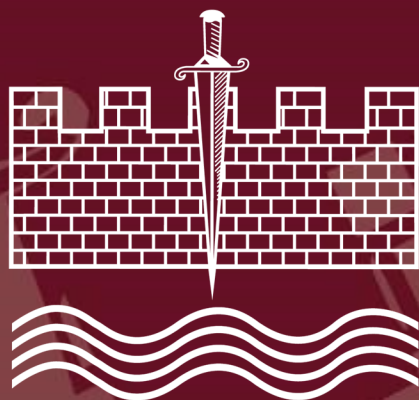


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EXPECT EXCELLENCE



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