We would love to see you at Woodlands.
“Woodlands has a friendly, safe and welcoming feel about it. The school is ambitious and wants the best for its students.”

Ofsted

September 2019
Appointment of an Assistant Headteacher

Dear Applicant

Thank you for the interest you have shown in the position of Assistant Headteacher at Allestree Woodlands School. I hope this information pack allows you to form a clear view of the school and encourages you to submit an application.

The vacancy offers the ambitious, energetic and capable applicant the opportunity to be a significant part of the strategic leadership of the school.

The governors, staff, students and parents/carers are committed to continuing to serve our community by developing the very strong academic performance of the school together with our inclusive, family ethos. If you feel you could contribute to this vision, we would be very pleased to receive your application.

The person appointed will:

1. Demonstrate a deep understanding of inclusion and SEND
2. Be passionate about the power of high quality education
3. Be able to deliver high quality learning
4. Be able to inspire and motivate students and staff to aspire to great things and achieve their best
5. Be a highly effective leader and team player who has excellent interpersonal and communication skills
6. Have high levels of motivation and commitment

We are as interested in drive, energy, vision and enthusiasm as in experience. We require a person with high expectations of themselves, of the staff and of the students. We expect people to accept responsibility and understand the need for accountability. We are interested in people who deliver.

In conclusion, Allestree Woodlands School is regularly over subscribed; it is a positive school with an ethos based firmly in raising the academic and personal achievement of all our students. It has a friendly, supportive and enthusiastic staff. In short this school and this post offer an outstanding opportunity for the right candidate.

The Application Process

If you would like to apply, please return the following by 9am Wednesday 16th October 2019:

1. A fully completed Application form
2. A letter of application demonstrating how you feel you meet the Job Description. Your letter should be no longer than 1200 words (word processed and using Arial font size 12) and should address the following areas:
   a. How your personal qualities and experience make you the right person to be the new Assistant Headteacher at Allestree Woodlands School.
   b. Specific skills that you can bring to the leadership and management of our school.
   c. Any other relevant supporting information.
3. Write a separate paper of no more than 600 words (word processed and using Arial font size 12) outlining your views on improving outcomes for SEND students.

Please send your completed application to:

Gemma Penny
Headteacher
Allestree Woodlands School
Blenheim Drive
Allestree
Derby
DE22 2LW

Finally, may I thank you for your interest in this post. I hope you are encouraged to apply. If you do please know that I appreciate the time and effort needed to complete such applications.

Should you be called to interview you will be contacted with full details. If that proves not to be the case then I thank you for your application and wish you all the very best for the future.

Yours sincerely
Gemma Penny
Headteacher
OUR VALUES AND AIMS

‘Aspire and achieve’

Woodlands is a place where people matter

Vision
For all students to have an excellent, enriching experience of education and development so they can fulfil their potential to learn and thrive, both now and in the future.
- School provides high quality facilities, resources and activities, cultivating a safe environment and a first-rate education through mutual hard work.
- Governors are supportive and ambitious, exercising rigour to secure excellent outcomes for students.
- Staff are committed to achieve professional excellence, embracing opportunities to develop their practice in a collaborative and cooperative environment.
- Students flourish as individuals and contribute positively to school and community.
- Parents are engaged and actively involved in the life of the school.

Values
- exceptional education and achievement for all
- celebration of achievement and success
- full involvement in education of all students, staff, parents/carers and the wider community
- respect for equality and diversity
- mutual respect and self-worth
- enjoyment of education.

Aims
As a result of these values we aim to:
- inspire and equip students to be confident and independent learners.
- develop first rate learning environments that meet the needs of all students.
- offer a wide range of learning opportunities for all students and staff.
- establish partnerships with parents/carers and the wider community to cultivate these values.
- sustain a school community where all activities speak of courtesy, thoughtfulness and hard work.
- instil a culture of excellence in everything we do.

All members of the school community have been involved in drawing up these values and aims.
Adopted by the Governing Body.
Allestree Woodlands School opened in 1956 and is pleasantly situated in Allestree, which is a northern suburb of the city of Derby and overlooks fields towards the National Trust property Kedleston Hall. 2016 marked the school’s Diamond anniversary and our move into new school buildings.

These new school buildings complement our extensive sports facilities which includes a new sports hall, two all-weather and floodlit pitches, a fitness gym, spin room and a refurbished swimming pool. In 2011 we also improved the school’s dining facilities. We also have a new school theatre, meeting rooms and entrance atrium.

It is indeed an exciting time to be joining Allestree Woodlands School.

At Woodlands we offer all students a realistic chance to achieve their potential.

We pride ourselves on the high standards achieved by students. Woodlands is a place of hard work, opportunity and challenge but above all it is a place where people matter, where students enjoy their learning and where we learn respect for each other.

‘we praise the school’s massive and effective drive to improve standards – leading to a ‘good’ rating across all areas – achievement of pupils, quality of teaching, behaviour and safety of pupils and leadership and management.’

In our Ofsted Inspection of April 2014 Ofsted stated Key points from the Ofsted report included:

- The Headteacher, senior leaders, subject leaders and governors have taken concerted action since the previous inspection which has resulted in rapid improvements in teaching and in students’ achievements
- Students are making good and sometimes outstanding progress and reach standards that are well above national averages at GCSE and A level
- There has been improved promotion of numeracy and literacy across all subjects
- The subject expertise of teachers was praised, especially in the sixth form where teaching is ‘often outstanding’. Morale amongst staff is high and there is a culture of ambition, inclusivity and challenge
- Students’ behaviour in lessons and around the school site is good. Students are courteous, respectful and confident when talking to teachers and visitors.
- Pastoral support and care is good leading to above average attendance. Rigorous checks on achievement and progress ensure that any students who fall behind are quickly identified and supported
- Students’ spiritual, moral, social and cultural development is promoted well. A high proportion of students say they feel safe and value the additional activities which are available to them both in school and through, for example, international visits
- The sixth form is good and increasing in size and popularity. Academic standards are high and students are well prepared for higher education or employment
- Students with disabilities, special educational needs and in the hearing impaired unit are well supported and are making good progress
- The most able students achieve well with additional challenge and support

Recommendations for becoming an ‘outstanding’ school include:

- Higher expectations for presentation of some students’ work
- Improved consistency of marking and feedback
- Ensuring all teachers check students’ understanding before moving onto new work

Allestree Woodlands School is at the heart of the community with extensive use of the school’s facilities in the evenings, at weekends and during the school holidays.

The school is also designated as an enhanced resourced school for the hearing impaired. In 2004 the school was further enhanced by the award of specialist technology college status. In 2009 it was recognised by the Specialist Schools and Academies Trust as a ‘High Performing Specialist School’ and we were given a second specialism in maths and computing. Allestree Woodlands School became an Academy on March 1st 2012.

We are committed to the promotion of the highest possible standards of achievement and excellence for all young people whatever their ability. Demand for education at Woodlands continues to grow. We are often over subscribed for places, and applications for places in the Sixth Form continue to grow. Currently there are 1,262 students attending the school including a Sixth Form of 200.

We maintain traditional values and standards and embrace the need to develop well qualified and well rounded, confident young men and women. We are fully committed to a partnership with parents/carers and our young people in order to develop quality, excellence and opportunity for all.

Allestree Woodlands School is an Academy located in Allestree, Derby, which is a true melting pot of many cultures. The school is situated in a pleasant close knit community. Derby itself is, of course, situated within beautiful countryside, nestled between the Peak District National Park and the National Forest. As the country’s most central city, Derby has excellent transport links to all parts of the country. Going back in history, as the birthplace of the Industrial Revolution, Derby is a city that has literally changed the world. Today it has the best of both worlds – a vibrant, contemporary yet traditional city centre, complimented by the glorious surrounding countryside of Derbyshire and the Peak District. In essence Derby is a great place to live and work.

For further information about the school please log on to our website at www.woodlands.derby.sch.uk.
clearly defined vision as laid out in its statement of values and aims.

All staff appointed to the school will commit themselves to achieving the school’s critical role in raising standards, both academic and will work closely with the Headteacher on key member of the Senior Leadership Team.

Job summary:
- The Assistant Headteacher (Inclusion) will be a key member of the Senior Leadership Team and will work closely with the Headteacher on all issues.
- The Assistant Headteacher (Inclusion) has a critical role in raising standards, both academic and pastoral, to ensure Woodlands retains a reputation for quality education for all students of all abilities.
- As a member of the Senior Leadership Team the Assistant Headteacher must demonstrate loyalty, professionalism, commitment and high standards of work, integrity and confidentiality both within the school and wider community.
- The person appointed will be expected to be familiar with and able to demonstrate the skills, qualities and attributes of a Headteacher.
- The person appointed will undertake the role of SENCo and will oversee all SEND provision.

Responsibilities:
- These are in addition to the requirements of a class teacher and the specific areas of responsibility and key tasks which will be finalised on appointment.

Strategic direction and development of the school:
- support and secure the commitment of others to the vision, ethos, direction and policies of the school which secure effective teaching, successful learning and achievement by students and prepare them for the opportunities and responsibilities of adult life
- help lead and manage the creation and implementation of a strategic school improvement plan which identifies priorities and targets for ensuring that students achieve high standards and make progress, increasing teachers’ effectiveness and securing school improvement
- take a strategic lead in the school’s self-evaluation strategies with a particular focus on SEND
- support all staff in achieving the priorities and targets of the school
- support the evaluation of the effectiveness of the school’s policies and developments and analyse their impact on the school
- ensure that parents and carers with SEND are well informed about the school’s curriculum, targets, students’ progress and attainment.
- ensure that the safeguarding of children and young people underpins all policies and practice at Woodlands.
- take the lead in all practical aspects of the development of educational provision for students with SEND to ensure that barriers to aspiration and achievement are addressed
- ensure that IEPs are fit for purpose, reviewed regularly and support effective provision

OVERSEAS.
- ensure effective deployment of TAs, CSWs and HLTA to support learning of students with SEND.

General:
- take on specific tasks related to the day to day administration, organisation and running of the school as requested by the Headteacher
- take on any additional responsibilities which might from time to time be determined by the Headteacher
- create and maintain positive and supportive relationships with staff, parents, governors and the community
- to engage with appropriate training opportunities to promote professional effectiveness in this role.

Entitlement
- The Headteacher and governing body are fully committed to ensuring the professional effectiveness of the person in this role through:
  - the provision of leadership and management time
  - support for the provision of professional development opportunities, e.g. NPOH

NB. This is a generic job description for an Assistant Headteacher. Specific responsibilities will include undertaking duties of the SENCo.

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Appendix

PART 10 of the School Teachers’ Pay and Conditions Document 2019 and Guidance on School Teachers’ Pay and Conditions

Conditions of employment of Deputy Headteachers and Assistant Headteachers Professional Duties

62.1 A person appointed as a Deputy or Assistant Headteacher in a school, in addition to carrying out the professional duties of a teacher other than a Headteacher (as described in part 10) including those duties particularly assigned by the Headteacher, must:
- play a major role under the overall direction of the Headteacher in:
  - formulating the aims and objectives of the school;
  - establishing the policies through which they shall be achieved;
  - managing staff and resources to that end; and
  - monitoring progress towards their achievement;
- undertake any professional duties of the Headteacher reasonably delegated by the Headteacher;
- in the case of a Deputy Headteacher only, undertake to the extent required by the Headteacher or the relevant body or, in the case of a foundation, voluntary aided or foundation special school, the governing body, the professional duties of the Headteacher in the event of the absence of the Headteacher from the school; and
- be entitled to a break of reasonable length as near to the middle of each school day as is reasonably practicable.

Guaranteed Planning and Preparation Time

63.1 A Deputy Headteacher or an assistant Headteacher shall be entitled to reasonable periods of time (“PPA time”) to enable him to discharge his duties under paragraphs 62.1.1, 62.1.3 and 62.3.

63.2 PPA time shall amount to not less than 10% of the Deputy or Assistant Headteacher’s time-tabled teaching time for that purpose “time-tabled teaching time” means the aggregate period of time in the school timetable during which the teacher has been assigned by the Headteacher in the school timetable to teach pupils.

63.3 PPA time shall be provided in units of not less than half an hour during those parts of the school timetable in which pupils are taught the core and other foundation subjects or religious education.

63.4 The Headteacher or Assistant Headteacher may be required to carry out any other duties including the provision of cover in accordance with paragraph 72.4 during PPA time.

Working days

64. No Deputy or Assistant Headteacher may be required to work on any Saturday, Sunday or public holiday unless their contract of employment expressly provides for this.
# PERSON SPECIFICATION

## Assistant Headteacher

### CRITERIA

#### EXPERIENCE
- Teaching experience in an 11-18 school in last 5 years
- Team leadership in school for at least 3 years
- Management of student progress and behaviour
- Leadership of development and improvement within SEND

#### EDUCATION AND TRAINING
- Qualified teacher status
- Honours degree
- Evidence of recent professional development
- SENCO award (complete or underway)

#### STRATEGIC DIRECTION AND DEVELOPMENT OF SCHOOL
- Ability to inspire staff to share a vision
- Commitment to continuous school improvement
- Ability to implement strategic planning
- Ability to monitor and evaluate the progress of the school
- Ability to manage change effectively

#### TEACHING AND LEARNING
- A good classroom practitioner
- Ability to ensure that stimulating and challenging learning environments are in place
- A commitment to equal opportunities and inclusion

#### LEADING AND MANAGING STAFF
- Ability to solve problems, including under pressure
- Ability to inspire, lead, challenge, organise and manage staff to deliver effective teaching & learning

#### ESSENTIAL

- Experience in more than one school or educational setting
- School self review and evaluation

#### ESSENTIAL DESIRABLE

- Further qualifications/Higher degree

### CRITERIA

#### ESSENTIAL

- Ability to maintain records and manage and evaluate the information and be accountable to the Headteacher in the first instance and then governors, parents, Ofsted, the LA and others

### DESIRABLE

- Ability to secure staff accountability

### CRITERIA

#### EFFECTIVE RELATIONSHIPS AND NETWORKS
- Ability to relate effectively with and gain the respect of staff and students
- Ability to develop appropriate links with parents, external agencies and the wider community

### ESSENTIAL DESIRABLE

- Commitment
- Enthusiasm
- Optimism
- Creativity
- Excellent organisational skills
- Excellent communication skills
- Excellent behaviour management skills
- Honesty
- Integrity
- Ability to see things in perspective
- Ability to hold a balanced viewpoint
- Be a team player
- A GOOD SENSE OF HUMOUR
'This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.'