



## NEW RUSH HALL SCHOOL

### Assistant Headteacher of New Rush Hall School Fencepiece Road, Hainault, Ilford, Essex IG6 2LB Salary Leadership Scale L16 (£72,114) to L20 (£79,007)

New Rush Hall School is a special school for children experiencing social, emotional and/or mental health difficulties (SEMH), many of which present challenging behaviour.

We are seeking to appoint an outstanding and inspirational leader who is not constrained by a traditional approach to education. As a strong candidate who may already be an Assistant Headteacher or School Leader, you will connect learning and strong relationships, seeing them as the key to success. You will have high aspirations for all of the young people and staff you work with.

#### The successful candidate will be:

- An experienced leader, passionate about education
- Dedicated to achieving the highest possible standards and outcomes for pupils and staff
- Someone with high levels of resilience and character
- A key role model who demonstrates high levels of professionalism at all times
- Able to inspire staff and pupils to deliver the highest quality teaching and learning
- Innovative and able to communicate a strong ethos and vision
- Committed to understanding behaviour and working in partnership with Parents/Carers and Agencies to help children manage themselves and maximise their potential
- Dynamic, energetic and innovative; keen to build on the strong ethos the school already has and position it to meet the demands of the future

#### We can offer you:

- The opportunity to be part of a supportive, child focused SLT and team of staff with a community feel.
- A highly rewarding job with no risk of boredom
- A well-structured staff wellbeing offer
- Career progression and extensive CPD Programme

If you want a greater insight into what your day will look like at the school feel free to view this recent Sky News report.

<https://www.youtube.com/watch?v=EuTy5qR51nl>

Please complete and return the application form attached to this advert and send to [recruitment@nrhs.redbridge.sch.uk](mailto:recruitment@nrhs.redbridge.sch.uk)

The closing date for this post is midday on Friday 24th November 2023

Shortlisting will take place on 24th and 27th November 2023

Interviews will take place Wednesday 29th November 2023



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<b>Job Title</b>	Assistant Headteacher		
<b>Service area</b>	New Rush Hall School	<b>Function</b>	Leadership
<b>Salary Scale/Grade</b>	L16 – L20	<b>SEN Points</b>	0
<b>Reports to</b>	Headteacher	<b>Permanent / Fixed Term</b>	Permanent
<b>Responsible for:</b>	The Strategic Direction of NRHS (with Headteacher, Deputy Headteacher and the Governing Body)		
<b>Purpose of Job</b>			
<p>The Assistant Headteacher, under the direction of the Headteacher, will:</p> <ul style="list-style-type: none"> <li>• Be an active participant of the Senior Leadership Team</li> <li>• Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils</li> <li>• Assist the Headteacher in the strategic leadership and management of the school</li> <li>• Assist the headteacher in the day-to-day organisation and management of the school</li> <li>• Support and/or represent the Headteacher at meetings as and when required</li> <li>• Undertake the normal responsibilities of the Class Teacher</li> <li>• Undertake such duties as are delegated by the Headteacher</li> <li>• Manage staff and resources</li> <li>• Play a major role, under the overall direction of the Headteacher, in formulating, implementing and reviewing the School Development Plan.</li> </ul> <p>The Assistant Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers’ Pay and Conditions Document (STPCD).</p>			

### Major duties and responsibilities

The specific nature and balance of these responsibilities will vary according to the needs of the school and may, in larger schools with more than one Assistant, be shared. It will be necessary to specify the leadership, management, curriculum and subject/aspect co-ordination responsibilities/teaching commitment to be undertaken by the postholder.

#### Teaching & Learning Responsibilities:

- To carry out the duties of a school Teacher as set out in the current School Teachers' Pay and Conditions Document.
- To be responsible for a specific Key Stage(s) to be decided on appointment.
- To demand and demonstrate ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Demonstrate consistently excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' wellbeing.

#### The internal organisation, management and control of the school:

- To have specific responsibilities (e.g., for aspects of school management or the curriculum) to be agreed upon appointment.

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school.
- Formulating the aims and objectives of the school and policies for their implementation.
- A School Development Plan which will translate school aims and policies into actions.
- Monitoring and evaluating the performance of the school.
- Implementing the Authority's and the Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs.
- The efficient organisation, management and supervision of school routines.
- To assist in creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.

#### Curriculum Development:

To assist in, and to lead when appropriate or when requested to:

- The development, organisation and implementation of the school's curriculum.
- School policies on curriculum, teaching and learning styles, assessment, recording and reporting.
- Ensuring that the learning and teaching provided across subjects and key stages form a co-ordinated, coherent curriculum entitlement for individuals.
- Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform Parents/Carers, to provide necessary references for other educational institutions and employers, and to aid Governors in their future management of the school.
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided.

- The promotion of extra-curricular activities in accordance with the educational aims of the school.

**Pupils:**

To contribute to:

- The development, organisation and implementation of the school's policy's that cover the personal and social development of pupils including pastoral care and guidance.
- The effective induction of pupils.
- The determination of appropriate pupil groupings.
- The promotion among pupils of standards of conduct/discipline and a proper regard for authority and the encouragement of good behavior.
- The development among pupils of self-discipline.
- The handling of individual disciplinary cases.
- Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers to improve academic and social outcomes for all pupils.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.

**The management of staff:**

- To participate in the recruitment and deployment of teaching and non-teaching staff of the school.
- To actively contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- To participate in arrangements made in accordance with the regulations for the appraisal of the performance of staff in school.
- To implement and develop staff development policies in relation to:
  - The induction of new and newly qualified Teachers and other staff.
  - The provision of professional advice and support and the identification of training needs.
  - Pupils under training/work experience.
- To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies.
- To maintain good relationships with individuals, groups and staff unions and associations.
- Hold all staff to account for their professional conduct and practice.
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.

**The management of resources:**

- To contribute to the formulation of the school's policies and procedures concerning resource management.
- To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.
- To promote a whole school environment which stimulates learning and enhances the appearance of the school.

- To participate in the arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.
- To maintain effective working relationships with external agencies and services contracted to the school and the Authority.

**Relationships:**

- To advise and support the Governing Body as required in the exercising of its functions including attending meetings and making reports.
- To assist with the liaison with and co-operation with Authority Officers and support services.
- To promote and develop effective communications and links with Parents/Carers and to provide positive responses to concerns and problems regarding their children's education.
- To assist in liaison with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development.
- To assist in liaison with other Professional Bodies, Agencies and Services.
- Create outward-facing schools which work with other Schools, Organisations and the Local Community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils
- To develop and maintain positive links and relationships with the Community, Local Organisations and Employers:
  - To promote a positive image of the school.
  - To ensure that the school plays a constructive role in the life of the Community and that its curriculum draws on the nature and resources of that Community.

**Safeguarding Children & Safer Recruitment:**

- This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

The role of Assistant Headteacher will also form part of the school's Safeguarding Team. ***The applicant will be required to safeguard and promote the welfare of children and young people. The Assistant Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and to support the Headteacher in holding all staff and volunteers accountable for their contribution to the Safeguarding regulations and the Staff Code of Conduct.***

Checked by:

Sam Walters

Date:

November 2023

Person Specification – Assistant Headteacher

CRITERIA	QUALITIES
<p><b>Qualifications and training</b></p>	<p>Qualified Teacher status</p> <p>Degree</p> <p>Professional Development in Preparation for a Leadership role</p>
<p><b>Experience</b></p>	<p>Successful Leadership and Management experience in a school</p> <p>Teaching experience</p> <p>Involvement in school self-evaluation and development planning</p> <p>Line Management experience</p> <p>Experience of contributing to staff development</p> <p>Experience of working with pupils with complex Social, Emotional, Behavioural and Mental Health needs</p>
<p><b>Skills and knowledge</b></p>	<p>Data analysis skills, and the ability to use data to set targets and identify weaknesses</p> <p>Understanding of high-quality teaching, and the ability to model this for others and support others to improve</p> <p>Understanding of school finances and financial management</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships</p> <p>Listening and counselling approach to education</p> <p>Understanding of factors which effect behaviour</p>
<p><b>Personal Qualities</b></p>	<p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to Safeguarding and Equality</p> <p>Outstanding interpersonal skills</p>