



Job Application Pack

Job Title: **Assistant Head of School, Quality of Education:Teaching**

Salary: **L12-L16 (£53,856-£59,528 PA)**

Contract Details: **Full Time Permanent**

Closing Date: **9am, Friday 2nd October (For 1st Jan. 2021 start)**



Letter from the Head of School

Dear Candidate

Thank you for expressing an interest in a vacancy here at Meden School, on behalf of the whole community I extend you a very warm welcome.

As Head of School my priorities are: excellent examination outcomes, impeccable behaviour, great teaching and the widest possible range of extra-curricular experiences for all students. With a clear focus and lots of hard work, these things are all achievable and will deliver what I think most parents want – happy children who leave school well-equipped to cope with the world outside and with a range of options open to them.

There has never been a more exciting time to be a part of Meden staff. We are currently setting out a new vision and mission for the school as we aim to move from Good to Outstanding. The educational landscape is changing beyond recognition and this provides us with new challenges. However, these challenges can be met, and staff and students alike can thrive if we hold at the core of our work the belief that every child can succeed. Everything we do is in service of the children who have trusted their future's to us. This is a big responsibility and one that I know we all take very seriously. I am absolutely certain that standards at Meden can be driven ever higher through high expectations, excellent teaching and a pastoral system that provides our students with the support and challenge they need.

I want all staff to enjoy coming to work, to feel fulfilled, challenged as a professional and supported as a member of staff. Only in these conditions can any of us thrive. Our investment in staff is outstanding. Whatever the post, there is a clear professional development route map and we actively encourage leadership and risk taking at all levels.

I look forward to welcoming you into our school community.

Jim Smith
Head of School



Letter from the CEO

Dear Candidate,

I am delighted to be able to introduce you to Meden School and the tremendous opportunities this school offers the young people of Warsop.

Working in partnership with the local governing body, we have raised aspirations and improved outcomes for the students we serve.

Critical to this, is the appointment of dynamic and innovative staff who can bring energy and initiative to the work of the school.

This is a tremendous opportunity to make a difference to the lives of young people, and will suit an ambitious professional looking to make their mark.

Thank you for showing an interest in working at Meden School and we look forward to receiving your application.

John Tomasevic

CEO of the Nova Education Trust



Application Details

Thank you for your interest in the Assistant Head of School-Quality of Education: Teaching vacancy at Meden School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete an online application form, which includes a covering letter addressed to Mr Smith. This should clearly demonstrate your suitability for this role.

The online application form for this role is located on the current vacancies page of the school website www.medenschool.co.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 9am on the closing date of Friday 02 October 2020.

Interview:

Interviews for the role will be held on a date to be confirmed. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful. Please note, early interviews will be available to suitably qualified candidates.

Safeguarding

Meden School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



Job Description

Assistant Head of School – Quality of Education: Teaching

Line Managed by: Head of School

Line Manager of: TBC after appointment but this will be significant

Specific Responsibilities:

To support the Head of School in strategically leading Meden School from Good to Outstanding and to help develop a culture of high aspirations and excellence for all.

The successful applicant will focus on strategically leading on Teaching across the school by:

1. Ensuring all staff teach are equipped to deliver effective lessons at all times.
2. Deliver the schools vision on Teaching & Learning and ensure all lessons are amazing
3. Providing effective CPD at whole school, department and individual level to ensure amazing T&L is realised.
4. Coaching, mentoring and support staff
5. Effectively hold staff to account about the quality of their teaching
6. Producing effective reports and action plans to monitor and evaluate the quality of provision
7. Managing quality assurance processes relating to Teaching and Learning
8. Forging effective links within the NOVA trust, trust schools and wider stakeholders to develop teaching provision and links
9. Supporting and developing Middle Leaders to ensure Teaching and Learning practice is effective across the school
10. Manage all internal and external CPD including evaluating its impact
11. Providing effective CPD for staff new to the profession or those recently qualified
12. Ensuring that high standards, ambitions and expectations are upheld in all areas of the school
13. Line manage staff as delegated

General Duties:

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

- To contribute to the strategic direction of the School
- To formulate the aims and objectives of the school
- establishing the policies through which they shall be achieved
- managing staff and resources to that end
- monitoring progress towards their achievement
- Undertake any professional duties of the Head of School as reasonably delegated by the Head of School
- To work in collaboration with the Head of School, Governors, SLT, wider trust and Lead Teachers, as appropriate, to achieve best possible practice in all aspects of teaching and learning across the School
- To support all preparations for Inspection



- To take a strategic role in Academy Improvement Planning
- To be an outstanding model of teaching skills, leading to the highest standards of staff confidence
- To manage the school's staff and resources, ensuring that the school budget is effectively managed
- To work as a member of the SLT, sharing in the leadership and management and smooth running of the school
- To oversee key school events
- To work with the Head of School on ensuring any disciplinary and capability issues are dealt with effectively, this includes being the investigating officer
- To manage the appraisal and performance related pay procedures
- To attend all Governors' Meetings
- To lead aspects of staff development and training
- To make strategic and informed decisions based on data analysis
- To lead on areas of Quality Assurance

Senior Leadership Team Responsibilities

- To attend all SLT meetings, taking a lead on all issues relating to the specific area of responsibility delegated upon appointment
- To attend all school functions and support the Head of School as a public face of the school
- To be alert to problems and issues as they arise in the day to day running of the school and respond to them accordingly
- To be proactive as any problems occur
- To assist in the appointment and interviewing of new staff, reviewing job descriptions and associated processes and procedures
- Support and uphold the school's and trusts policies as well as developing new policies where required
- Support the aims, ethos and vision of the school
- Set a good example in terms of dress, punctuality and attendance
- Uphold the school's behaviour code and uniform regulations
- Develop links with all stakeholders and neighbouring schools
- To line manage teams and individuals as determined by the Head of School
- Take a lead in the efficient organisation, management and supervision of school routines

Generic Responsibilities of a Teacher:

- **Ensure a high quality of Teacher & Learning in:**
 - Preparation, planning and assessment
 - Implementing new ideas and initiatives
 - Work as a team member of ensure a high quality of teaching and learning
 - Responding to current college initiatives



- **Ensure a high quality of planning, implementation, monitoring and review in subject planning, performance management and budgeting.**
 - Contribute to the team planning process with reference to the College Improvement plan
 - Contribute to the self-review process with reference to the College system
 - Take part in the appraisal cycle
 - Lesson Observations
 - Midyear reviews
 - Completion of review statements
 - Ensure lesson plans reflect the departmental scheme of work
 - Ensure adequate and appropriate work and support is available to Teacher and Learning supervisors in cases of absence

- **Ensure a high standard of student progress**
 - Instil high expectations across the subject at all levels
 - Use data effectively to inform planning and set aspirational targets
 - Aspire to add value to student progress
 - Ensure lesson planning offers appropriate opportunities to meet the needs of all students.
 - Liaise with parents regarding student progress

- **Ensure a high quality learning environment via:**
 - Behaviour policy
 - Display
 - Resources
 - Classroom management
 - Physical Environment
 - Risk assessments are carried out to comply with Health & Safety requirements

Undertake any duties commensurate with the role as reasonably requested by the Head of School

Safeguarding

Be aware of relevant issues and ensure the safeguarding of the welfare of students

To promote and safeguard the welfare of children and young people for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures

To report any causes for concern relating to the welfare and safety of children to the designated person and the Head Teacher or if unavailable the designated safeguarding governor or a member of the Senior Leadership Team

To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school



To take reasonable care for the health and safety of themselves and other persons who may be affected by their activities and where appropriate, safeguarding the health and safety of persons under their control and guidance in accordance with the provision of Health and Safety legislation.

Person Specification - Assistant Head of School

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status - Degree or equivalent • Good Honours degree (First or Second Class) 	NPQML or NPQSL or equivalent
Experience	<ul style="list-style-type: none"> • Significant teaching experience in a secondary school setting • Experience of teaching a wide range of abilities • Experience of leading a team of people and securing demonstrable impact in this capacity • A proven track record of delivering results in a middle or senior leadership role • Implementation of teaching and learning strategies at middle or whole school level 	<ul style="list-style-type: none"> • Experience of working with wider stakeholders • Experience of working with a leadership team • Relevant teaching experience of Post 16 • Experience of teaching at more than one school
Skills and Knowledge	<ul style="list-style-type: none"> • A wide and varied range of pedagogy and approaches to teaching to maximise the success of all students • Understand the features of outstanding lessons • Knowledge and awareness of the OFSTED framework – particularly for the Quality of Education • Ability to motivate and inspire others • Knowledge and an understanding of the value added agenda, including levels of progress • Ability to lead initiatives, support the process of change and work effectively in a team • Ability to coach colleagues to improve teaching 	<ul style="list-style-type: none"> • Awareness of factors affecting language and learning across the curriculum • Knowledge/involvement in other cross curricular initiatives/projects or whole school developments • Awareness of Literacy/numeracy/oracy strategies



Personal Qualities	<ul style="list-style-type: none"> • A student centred approach to education • Ability to think strategically and use your own initiative • A commitment to work as part of an effective senior leadership team • Ability to form good working relationships with students and staff • High standards and expectations • Ability to hold effective yet difficult conversations with a range of stakeholders • Outstanding communication skills • Reliability and integrity • A commitment to safeguarding and promoting of welfare of children issues 	<ul style="list-style-type: none"> • A commitment to your own continuing professional development • Subscribe to a research based approach to education
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Overview of the Trust

The Nova Education Trust is a dynamic and growing Multi Academy Trust Group based in the East Midlands. Our Trust Group is committed to providing high quality education to all of our students, regardless of their backgrounds.

With a range of schools in the trust serving a variety of different communities, opportunities for career progression and wider professional experiences are extensive. We have outstanding CPD provision across our schools, supported by our Teaching School Alliance, which links 23 schools together, sharing effective practice and developing new models for staff development. We also have a unique programme designed to provide middle and senior leaders with all the skills required to develop their careers.

As an employer we offer an enhanced benefit package to all staff that includes help with healthcare and a fully-funded MA programme for all teaching staff. We can also offer help with relocation in certain circumstances. The Trust also has a policy of wider engagement for main-scale, middle and senior staff. In recent years, employees have visited schools in America, Canada, Finland, Singapore and South Africa as part of their professional development.

Overview of the School

Meden School is situated in Market Warsop, Nottinghamshire. The school delivers an 11-18 curriculum and has around 970 pupils on roll.

In November 2017 Ofsted rated the school as 'good' and we now seek to consolidate this position and to work towards 'outstanding'.



Since the Trust began working at Meden School, results have significantly improved leading to the school achieving its “Best Ever” GCSE results, in summer 2019. Meden School is now well placed to begin the next phase of its journey to becoming an outstanding school

Achievement

Meden School’s primary focus over the last four years has been to raise achievement and aspiration.

There has been consistent improvement in the English and Maths headline figure and the Progress 8 figure is also positive. Nevertheless we believe that our students can be even more successful and are determined to ensure that every child is successful.

Staffing and Leadership

Meden School has a young staff profile and all appointments have been made with a clear focus on raising achievement.

The Senior Leadership Team is experienced and pro-active. The team has been critical in raising achievement and developing an ethos of aspiration amongst students and staff.

Pastoral Structure

Meden School moved to a year based pastoral system in September 2017. The benefits of focused year based system, is proving to be a big success hereat Meden School.

Location and Site

Market Warsop is a small town on the outskirts of Mansfield, Nottinghamshire. Situated on the north Nottinghamshire coal field, Market Warsop has reinvented itself as a commuter suburb since the local mine closed.

Meden School is situated on a large site at the edge of Market Warsop. The school benefits from extensive buildings and grounds, a programme of renovation is planned to significantly improve the school and its learning environments in the coming academic year. The school has access to excellent sporting facilities.

Governance

Meden School has an active and engaged group of Governors who’s strong loyalty to the school and a good understanding of the local community have helped to shape and support the work of Meden School in raising achievement and aspirations. The Nova



Education Trust Directors continue to take a strong interest in Meden School, providing support and advice as necessary.

Extra Curricular

Meden School runs a wide range of extra-curricular course, trips and enrichment activities.

Securing Success

Our vision is to build capacity for sustained improvement. There are a number of short-term strategies that can be initially used to enhance outcomes but it is our view that these need to be supplemented by a process that configures a school for long term improvement.

Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.