**CLOSING DATE FOR APPLICATION: Monday 20th May 2024 9am**

**INTERVIEWS: w/b 20th May 2024**

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| **JOB TITLE: ASSISTANT ASSOCIATE HEADTEACHER**  **L10-L12** |
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| This prospective applicant pack provides you with all the relevant information you need to apply for the vacancy being advertised. |

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# JOB TITLE: ASSOCIATE ASSISTANT HEADTEACHER

Required for 1st September 2024

Application deadline: Friday 10th May

Interviews taking place: week beginning 20th May

The Governors seek to appoint two Associate Assistant Headteachers on a permanent basis to further strengthen the school’s Senior Leadership Team. The successful candidates will be allocated whole school initiatives to lead alongside leadership responsibilities within a curriculum area (subject or across the school). The whole school initiatives will be determined by the successful applicant’s skills and attributes.

# APPLICATION PROCESS

To apply for this post your completed application must be submitted to include the following documents:

* CES Teacher Application Form
* Supporting Statement

Completed applications should be clearly marked with the post title and returned electronically for the attention of Mrs B Deegan at bdeegan@saviosalesiancollege.com

# JOB DESCRIPTION

Every member of staff at the Salesian Academy of St John Bosco is expected to endeavour to maintain and develop the Catholic and Salesian character of the school, and to support and promote the aims and mission of the school in and through the exercise of all contractual duties and any voluntary activities.

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| **Post Title** | Associate Assistant Headteacher |
| **Salary Scale** | Leadership spine 10-12 £58,959 - £61,882 |
| **Reporting to** | Headteacher |

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| **Responsible for** |  | Help to uphold the aims and objectives of the academy in line with its Mission Statement and Catholic ethos. |
|  |  | Under the reasonable direction of the Headteacher, carry out the professional duties of an academy teacher as set out in the current academy Teachers’ Pay and Conditions Document (STPCD). |
|  |  | Whole school initiatives – to be determined by the skills and attributes of the successful candidate. |
|  |  | The leadership of a curriculum areas (subject or across the school. |

**Liaising with**: Headteacher, senior leadership team, managers, teaching

and supportstaff, Governing Body, Trust Leaders, LA representatives, external agencies, parents and members of the community and the Archdiocese.

**Working Time:** Full time as specified within the STPCD

## DBS Disclosure Level: Enhanced

**At The Salesian Academy of St John Bosco we expect all Senior Leaders to be fully committed to:**

* Play a full part in the life of the academy community, supporting its distinctive mission and Catholic and Salesian ethos and encouraging staff and pupils to follow this example.
* Support the academy in meeting its requirements for collective worship and liturgy.
* The inclusive values and ethos of The Salesian Academy of St John Bosco.
* Working as a mutually supporting team, sharing responsibility, successes and challenges.
* Exercising positive leadership and creating a shared vision of the purpose and future development of the academy that reflects our ethos and aims.
* Maintaining high personal and professional standards in all aspects of academy life.
* A consultative and participative approach to leadership and management.
* Being forward looking and anticipating change.
* Responsibility for their own professional and leadership development.
* Being visible at the beginning, during and at the end of the day, specifically at key strategic areas.
* Treating people fairly, equitably, and with dignity and respect to create and maintain a positive school culture.
* Contribute to achieving and sustaining a safe, well-ordered and stimulating school environment where children know, understand and display exemplary learning and social behaviours.
* Where necessary investigating behaviour issues ensuring fair and transparent consequences that are shared appropriately.
* Setting a good example in terms of dress, punctuality and attendance.
* Taking on any additional responsibilities which might from time to time be agreed with the Headteacher.
* Attending and participating in all open evenings and school events.
* Building strong links with parents and carers.
* Upholding the school’s behaviour code and uniform regulations.
* Participating in and where appropriate lead staff training.
* Attending and where appropriate leading team, SLT and staff meetings.
* Develop strong links with governors, LA support teams, outside agencies, Pope Francis Multi Academy Trust and neighbouring academies and schools.
* Take appropriate responsibility for your own health, safety and welfare.

**JOB TITLE: ASSISTANT HEADTEACHER - SEND, INCLUSION AND SAFEGUARDING**

# PERSON SPECIFICATION

Applicants must meet all of the essential requirements for this post

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| Catholic Dimension | Essential | Desirable | Application / Interview |
| Understanding of the distinctive nature of Catholic schools |  |  | A / I |
| Strong support for our ethos and values as a Salesian Academy |  |  | A / I |

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| Safeguarding | Essential | Desirable | Application / Interview |
| Understanding and commitment to pupil welfare and safeguarding |  |  | I |

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| Qualifications and Training | Essential | Desirable | Application / Interview |
| A degree or equivalent qualification |  |  | A |
| Qualified Teacher Status (QTS) |  |  | A |
| Evidence of relevant professional development for this post |  |  | A / I |

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| Experience | | Essential | | Desirable | | Application / Interview | |
| Curriculum leadership in one or more curriculum area (subject or across school) | |  | |  | | A | |
| Demonstrable impact from previous leadership and/or management responsibilities | |  | |  | | A | |
| Teaching experience in more than one school | |  | |  | | A | |
| A proven track record of good classroom practice and securing outcomes for pupils, including SEND, as a class teacher | |  | |  | | A / I | |
| The ability to lead evidence informed change, leading to improvement within a subject area on attainment, progress or behaviour | |  | |  | | A / I | |
| Experience working with parents/carers to support pupil welfare and achievement | |  | |  | | A / I | |
| Experience working with wide range of external stakeholders to support pupil welfare and achievement | |  | |  | | A / I | |

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| Job Related Skills and Knowledge | Essential | Desirable | Application / Interview |
| Excellent subject knowledge and skills in own subject area |  |  | A / I |
| Knowledge of how to meet the needs of all pupils through adaptive teaching and personalisation |  |  | A / I |
| The ability to effectively analyse internal and external data to track progress of pupils and evaluate curriculum impact |  |  | A / I |
| The ability to coach, motivate and support staff to improve outcomes for pupils |  |  | A / I |
| The ability to use IT as a management and teaching tool |  |  | A / I |
| The ability to effectively use knowledge of current educational curricular and SEND issues, recent reports and legislation |  |  | A / I |

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| Personal Qualities | Essential | Desirable | Application / Interview |
| Excellent communication skills |  |  | A / I |
| The ability to work collaboratively with others |  |  | A / I |
| The ability to work effectively as a team |  |  | A / I |
| The ability to be self-reflective and desire to improve own performance and that of the staff you line manage |  |  | I |
| Excellent record of personal attendance, punctuality and health |  |  | A |
| High personal standards of dress, conduct and presentation |  |  | I |

Applicants should be able to provide a well-constructed and concise application providing demonstrable evidence of the essential requirements for the role.

The School Governing Body are committed to safeguarding and promoting the welfare of children. This post is subject to the Enhanced Disclosure procedures.