

ASSISTANT HEAD TEACHER – RAISING ACHIEVEMENT

CANDIDATE INFORMATION PACK

Executive Headteacher's welcome

Thank you for your interest in this opportunity to join us at James Calvert Spence College.

It's my great pleasure to welcome you to James Calvert Spence College, a 9-19 through school that welcome students from Y5 through to Sixth Form. We're a relatively small, friendly school that is in the heart of its community in Amble, on the beautiful Northumberland coastline.

Our school was formed by the merger of a middle and a high school, giving a unique educational experience for children in our community. Unlike pupils in many primary schools, our key stage 2 children have access to a fabulous array of facilities that are usually reserved for those in secondary school. These facilities including science labs; an art, fashion and DT suite; PE facilities including generous playing fields, tennis courts, a running track, dance studio, sports hall and climbing wall; and well-equipped classrooms and science laboratories.

We have high aspirations for all our students – we expect them to show determination and a desire to achieve highly and, in return, we offer them unwavering support throughout their years with us. In Key Stage 4 and the Sixth Form, we offer a wide range of GCSE and A-Level courses to make sure that there is a relevant pathway into Higher Education, further training or employment for everyone.

JCSC has improved considerably over the last few years with excellent A-level results and rapidly rising GCSE outcomes. This improvement was validated by Ofsted last summer where we achieved 'Good' status for the very first time in the school's history. We're very proud of this fact, especially as it was a real team effort – every member of our staff contributed to that judgement, and every member of staff plays their part in ensuring our students are well cared for, feel safe and learn well. We're a kind and caring school, and our kind and caring staff are pivotal in our continued success. When you join JCSC you join a dedicated and supportive team unlike any other.

The staff and governors of the school are committed to its continuing development and improvement, to ensure that it provides education of the highest quality for all students. It's a great place to work or study – feel free to contact us and arrange a visit if you'd like to experience all JCSC has to offer first hand.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the posts then please contact Amy Crawley, School Business Manager on 01665 710636.

Yours faithfully



NEIL RODGERS
Executive Headteacher

Perks of the job

We are a maintained school within Northumberland County Council. Located just 30 miles from Newcastle City Centre, you have an enviable journey to work each day. Traffic? Not on the country roads of Northumberland! You will have the opportunity to work in one of the most beautiful areas of the UK; the picturesque fishing village of Amble, the historic village of Warkworth and its castle to the north and an area of outstanding national beauty at Druridge Bay.

We offer staff many perks of the job. Staff requiring IT access to do their job are provided with a laptop with five licences of the full Microsoft Office suite that can be installed on multiple PCs, Macs or iPads at home. All staff can opt into flexible benefits such as tax-free childcare vouchers or bicycles on the Cycle to Work scheme. Support staff are also eligible to join a salary sacrifice scheme for a lease car, payable through your salary each month and saving on tax again.

With approximately 750 students on roll, we are a relatively small school but what we lack in size we make up for in other ways. We have a friendly staff body who all know and care about the children; the pastoral care and support for students and each other is humbling. We also have a vibrant staff social committee!

We feel strongly that Continuous Professional Development and training is key to success and offer excellent opportunities for professional development. If successful, we will support you to be your very best.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share the commitment. If you are successful, we need you to have an Enhanced Disclosure Check through the Disclosure and Barring Service which we'll pay for.

Join us and be part of an organisation that is always looking for ways to improve or do things differently so we can make a real difference for our students every single day.

Equal Opportunities

James Calvert Spence College is committed to ensuring equal opportunities. All qualified applicants will receive consideration for employment without regard to age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership and pregnancy or maternity.

Assistant Headteacher- Raising Achievement

Permanent, Full Time, September 2024

Leadership Scale 10-14

Dear Applicant

Thank you for your interest in this key position for our school.

James Calvert Spence College is an evolving school, currently a 9-18 school as a result of a merger between middle and high schools, but transitioning into an 11-18 secondary school by next September.

Additionally, the planning work for our new build school is almost at an end, with building work anticipated to start later this year and the doors opening in summer 2026.

Following a leadership restructure, we are looking to appoint an inspirational Assistant Headteacher to further improve outcomes at GCSE and A-level. Our last Ofsted (June 2022) rated us as a good school in all aspects – something we are incredibly proud of, and which came about as the result of hard work and honest, supportive communication between every member of the school team.

I'm looking for the right person who can further develop our systems to ensure that expectations of staff, parents and students are uniformly high, so that measurable outcomes continue to improve. Ultimately, our school needs someone who understands data, can hold people to account and who cares passionately about our community.

I'm looking for someone who is an excellent teacher, who has a depth of knowledge and experience around embedding strategies to improve outcomes, and who understands how to bring a community along with them on a journey of transformation, so its expectations are heightened and it is inspired to strive for even more.

I'm looking for a colleague who can work as part of a team and who wants to make a real difference to the lives of our students and staff – they deserve the best, and I'm determined to give them nothing less.

You will be a key part of the school's senior leadership team and, as such, will be involved in strategic planning and decision making across all phases. It's an exciting, vibrant and unique place to work. It's never dull - no two days are the same - but you will smile every day, and you will make a difference.

I hope that, after reading the information on offer and visiting our website at www.jcsc.co.uk, you feel compelled to apply for the post. To do so, please complete the application form and return it with a letter of application that demonstrates your suitability for this role and how you feel you could benefit JCSC as it moves into its next, exciting phase.

The closing date for applications is Sunday **12 May** and we plan to interview Friday 17 May.

If you would like more details, or to have an informal conversation about this opportunity, please don't hesitate to contact me at nrodgers01@jcsc.co.uk.

Yours sincerely



NEIL RODGERS
Executive Headteacher



BE KIND
WORK HARD
AIM HIGH

Assistant Headteacher – Raising Achievement JOB DESCRIPTION

Leadership scale: L10 - 14	
Reporting to: Headteacher	
Responsible for: Directors of English and mathematics, Examinations and Data Officer	
Job purpose	<p>To provide professional leadership for the school in order to promote high quality education for all students and continual improvement in standards of learning and achievement. This will include supporting the Headteacher and Deputy Headteacher in ensuring that:</p> <ul style="list-style-type: none"> • The school provides high quality teaching and learning that leads to successful outcomes for students in terms of attainment, moral growth, achievement, attitudes to learning, behaviour and personal development • Recording, reporting and assessment for learning is relevant and fit for purpose • Data is used effectively to understand the strengths and areas of development for the school and to maximise student attainment • All aspects of progress that we value are measured with actions to drive improvement
Duties and responsibilities	<ul style="list-style-type: none"> • Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils (where appropriate) and parents; • Ensure that all aspects of progress that we value are measured, reported and used effectively to secure further improvement; • Work with senior and middle leaders to complete regular monitoring of student progress against individual expectations of attainment and progress; • To review assessment data for the whole school, analysing data at pupil, cohort and whole school level to identify where improvements can be made – and to work with directors and subject leads to ensure those improvements are made • Use data, paying particular attention to disadvantaged / vulnerable groups such as those eligible for the pupil premium, categories of special educational needs, or who speak English as an additional language etc. to ensure additional support is available quickly when required • Raise aspirations at all levels to ensure that all students, particularly the vulnerable and disadvantaged, have improved life chances and are able to benefit from a better start in life • Coordinate, review and assess interventions for those pupils who are not progressing as expected • Support staff in the use and dissemination of data to all stakeholders to inform planning and raise standards

Communications	<ul style="list-style-type: none"> • Network and moderate with other schools across the region • To update, implement and monitor relevant school policies and procedures ensuring practice is as reflected in the School Improvement Plan (SIP) and other relevant documents • Support statutory data returns to the LA / DfE
Curriculum provision, development and service delivery	<ul style="list-style-type: none"> • To ensure the school meets its responsibilities under the Equality Act 2010 and other relevant legislation • To provide training and support for teachers and support staff on administering the assessment system effectively • To undertake appropriate personal CPD
Leadership and management	<ul style="list-style-type: none"> • With the AHT - T&L, lead quality assurance of moderation across teaching and learning groups • Act as the Exams lead for the school, ensuring compliance with any regulations from exam bodies • To prepare and review information for consideration and publishing by the Governing Board, attending relevant meetings where appropriate • To have ambitious expectations for all students • To keep the Senior Leadership Team (SLT) and Governors informed about relevant issues, best practice and associated matters on a regular basis. • To work as part of the Executive Leadership Team (ELT) to formulate the direction, aims and priorities of the school, including taking a strategic lead in self-evaluation and development planning • Support the Headteacher with the day-to-day leadership and management of the school • Be a positive role model in all aspects of leadership, management, teaching and learning to students, parents and staff
Teaching duties	<ul style="list-style-type: none"> • A reduced teaching timetable is associated with the role and the ability to teach a core subject would be welcome but not essential • All teaching should be carried out within the framework of current legislation, school and policy guidelines • The specific needs of individual students should be catered for • Planning and preparing courses, schemes of work and individual lessons, appropriate to the needs, interests, experience, and existing knowledge of pupils • Setting and supervising work for pupils • To teach a class, classes, sets, groups or individual students and to set tasks to be undertaken at school and elsewhere

	<ul style="list-style-type: none"> To mark and assess pupils' work and to record their progress, attainment and development according to school policies both at school and elsewhere
Management of resources	<ul style="list-style-type: none"> Managing appropriate priorities for expenditure, allocating funds and ensuring effective administration and control Managing, monitoring and reviewing the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money Ensuring all staff, volunteers and others that work with children are safe, by following appropriate procedures. Oversee the exams budget for the school
Pastoral care & welfare system	<ul style="list-style-type: none"> To work alongside the Behaviour Lead to analyse trends in behaviour and safeguarding incidents and progress data and identify ways to address emerging concerns
Additional duties	<ul style="list-style-type: none"> To strictly adhere to the principles of the UK General Data Protection Regulation To actively promote safeguarding, student wellbeing and associated procedures in line with Keeping Children Safe in Education and school protocols

Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities reasonably assigned to them by Senior Management. This job description may be amended at any time in consultation with the post holder. The post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law, and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. JCSC is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment.

Assistant Headteacher – Raising Achievement PERSON SPECIFICATION

The successful candidate is likely to possess all or most of the following:

Criteria	Focus Area
Qualifications and experience	A university graduate with Qualified Teacher Status (essential)
	Proven experience in delivering outstanding teaching and learning
	Evidence of being able to motivate, inspire and lead staff, parents and children
	Have influenced the quality of teaching and learning in their current role
	Professional development in preparation for a leadership role
Knowledge and understanding	Knowledge and understanding of safeguarding and child protection procedures and health and safety requirements
	Significant experience of working across the secondary age range
	Knowledge and experience of managing and using data and tracking systems
	Awareness of equal opportunities and issues in relation to diversity, equality and inclusion
Skills	Demonstrable strong interpersonal skills such as communication, empathy, emotional intelligence and conflict resolution
	Confident ability to analyse data effectively and use it to inform provision planning
	Able to work effectively under pressure, be flexible, resilient and prioritise appropriately to meet deadlines
	Be committed to getting the best outcomes for all students
	Ability to both lead and inspire colleagues
Personal attributes	Ability to put the needs of students first and at the heart of every decision
	Shows an understanding, caring and supportive approach to students, staff and parents/carers
	Evidence of continuing professional development that has a positive impact on performance
	A clear understanding of the JCSC aims and ethos and commitment to the relational approach
	An effective team player with a positive disposition and a well-developed sense of humour