



The Hinckley
SCHOOL

Assistant Headteacher

RECRUITMENT PACK



THE HINCKLEY SCHOOL



Thank you for your interest in a career with The Hinckley School. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

It is an exciting time to join The Hinckley School, an 11-18 provider proudly serving Hinckley and its surrounding areas. In September 2023, The Hinckley School was rated 'Good' in all areas by Ofsted. This Ofsted report demonstrates our ambition for our students, coupled with a strong sense of community and belonging. With planning approval now received for a new multi-million-pound STEAM build, bespoke year 7 and 8 areas and a refurbished sixth form, our school is committed to 'Building Brighter Futures'.



As our students' progress to GCSE and then onto A Level study, they experience high expectations and inspirational teaching, an extensive range of enriching activities beyond the classroom and a learning environment which fosters self-discipline and aspiration. A bespoke character education programme centred around PRIDE, alongside high-quality pastoral care and excellent academic provision, not only ensures that students graduate from The Hinckley School having secured the destinations of their dreams, but also with the characteristics, strong moral purpose and self-belief to succeed on the modern global stage.



The Hinckley School is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

Due to the growth of our school we are looking to expand our team of dedicated professionals who excel in their field, who can support us to provide a high-quality educational experience for all. If you share our passion for building brighter futures then we would love to hear from you.

- Lisa Hickman, Headteacher

THE FUTURES TRUST



Thank you for your interest in a career with The Futures Trust.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

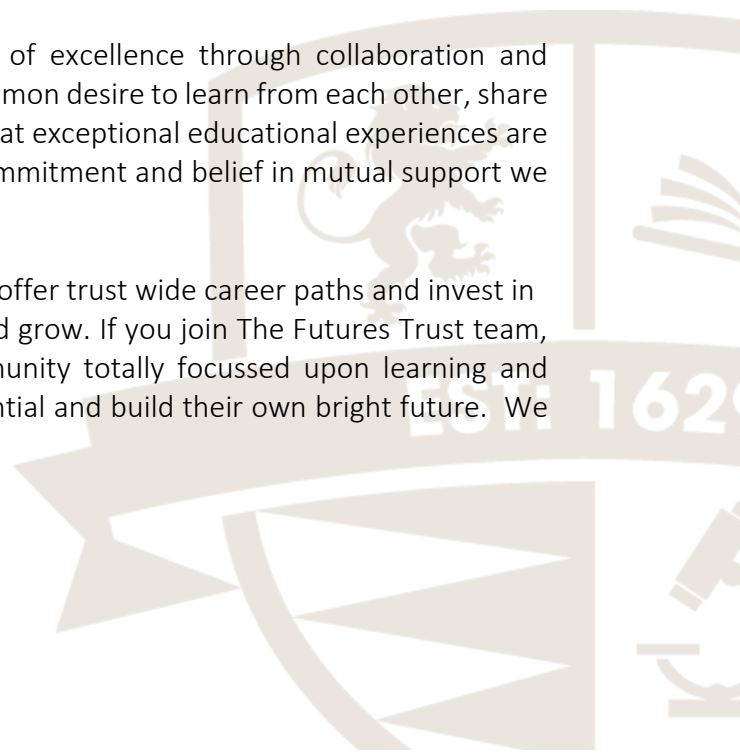


The Futures Trust is committed to building brighter futures for everybody within our trust and the communities we serve.

We are a thriving, vibrant and morally grounded organisation with a deep regard and commitment to our staff and the part they play in our success. We know that every person, no matter what role they perform, is essential to developing outstanding learners and in turn building outstanding schools. That is why we invest in the very best staff and ensure that they are supported carefully to reach their full potential and achieve their aspirations.

The Futures Trust is committed to the principle of excellence through collaboration and partnership. Our schools collaborate through a common desire to learn from each other, share experiences and be mutually supportive in order that exceptional educational experiences are provided for all our students. From this shared commitment and belief in mutual support we gain our sense of belonging.

It is an exciting time to join The Futures Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow. If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring students achieve their potential and build their own bright future. We look forward to hearing from you.



JOIN OUR TEAM

| | |
|----------------------|---|
| JOB TITLE: | Assistant Headteacher |
| OPPORTUNITY: | <p>To provide strong and motivational leadership as part of a team delivering school improvement to secure outstanding provision and outcomes for every student at The Hinckley School.</p> <p>To work with the Headteacher, be accountable for the delivery of key strategic objectives, make decisions in line with the vision and values of the School and the Trust and deputise for the Headteacher as required.</p> |
| REPORTING TO: | Headteacher |
| LOCATION: | Based at The Hinckley School with a requirement to travel to undertake work at or for academies within the Trust |
| SALARY: | Leadership Scale dependent on experience |
| START DATE: | August 2024 |
| BENEFITS: | <ul style="list-style-type: none">• Competitive rates of pay• Extensive professional development opportunities across the Trust• Career pathways across the Trust• Teacher/Local Authority Pension Schemes• Online retail discount• Employee Assistance Programme• Family Friendly policies to support family & carer commitments• Flexible Working Arrangements |

The Futures Trust and The Hinckley School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.



JOB DESCRIPTION

Job Purpose

To provide strong and motivational leadership as part of a team delivering school improvement to secure outstanding provision and outcomes for every student at The Hinckley School.

To work with the Headteacher, be accountable for the delivery of key strategic objectives, make decisions in line with the vision and values of the School and the Trust and deputise for the Headteacher as required.

Duties and responsibilities

Key Responsibilities

- Work with the Headteacher and Senior Leadership Team to drive forward the improvement agenda, the ethos and vision for the school.
- Evaluate school performance and identify priorities for improvement.
- Ensure high expectations and a quality education for all students in all areas of the school.
- Oversee, maintain and further develop a productive and disciplined learning environment with an emphasis on student engagement and enjoyment of school.
- Lead the overall management, organisation and day to day running of the school.
- Communicate and explain school policy and decisions to staff in the school, to parents and students, to the community.
- Take a lead and show initiative, proactively seeking to improve the school.
- Work closely with staff to ensure best practice and hold staff to account effectively.
- Lead and develop teachers to ensure impact and leadership development.

Strategic Leadership (dependant on role)

- Lead the development of the quality and effectiveness of middle leadership on the Quality of Education and its effective evaluation with senior and middle leaders.
- Provide strategic and operational leadership for the school's curriculum development.
- Lead the development and quality assurance of exceptional teaching and learning and pedagogy across the school.
- Provide strategic leadership and quality assurance for all CPDL opportunities and work streams.
- Ensure the curriculum is personalised, meeting the needs of our young people as well as statutory requirements and national guidelines.
- Lead senior and middle leader colleagues in ensuring whole school and student level targets are met or exceeded.
- Be involved in the performance management process and ensure clear standards and accountability for all staff.
- Work closely with other senior leaders and relevant FT colleagues to ensure that the school curriculum is cohesive and progressive and allows for exceptional T&L and delivers outstanding student outcomes.
- Work closely with the Head teacher and other senior leaders to ensure staff recruitment of the highest possible quality by engaging with a variety of relevant partners.
- Ensure data analysis is used effectively to inform school improvement.
- Lead school operations to ensure the smooth and professional running of the school and direction of resource on a day to day and medium-term basis.

- Ensure the development of pupil character through PRIDE and the journey of the child through the school via leadership of personal development, PRIDE and the 7 Year Journey for students and parents.
- Ensure the accurate and compliant delivery of all external examinations and assessments.
- Lead senior and middle leaders in engagement with external partnerships which enhance research led practice and school improvement and CPDL opportunities.

Teaching and Learning

- Strive for continuous improvement in the quality of teaching and learning and progress of students.
- Monitor and evaluate the standards of teaching and learning within the school and ensuring the highest standards of professional performance are maintained.
- Encourage and sustain a culture and ethos of challenge and support; challenge underperformance and support staff as appropriate.
- Ensure staff are using data effectively to plan lessons which meet the needs of all students and that they are monitoring student progress effectively, communicating next steps successfully.
- Be an excellent practitioner and model through your own teaching high expectations, differentiated lessons with support and challenge in line with school policy.
- Support other SLT in developing CPD in relation to teaching and learning as appropriate.

Leading and Managing Staff

- Be able to work independently and as well as part of a team.
- Lead relevant SLs and ensure they are clear about expectations, their roles and responsibilities and that they develop their leadership skills.
- Line manage key faculty areas effectively and ensure student outcomes and the quality of provision are outstanding.
- Work with relevant SLs on their improvement plans ensuring that they link to the whole school improvement plan.
- Play a significant part in the performance management process.
- Ensure strategic plans are implemented effectively ensuring deadlines are set and met.
- Enthuse, inspire and motivate staff to create a can-do culture which promotes our values and ensures high standards.



PERSON SPECIFICATION

| | Essential Criteria | Desirable Criteria | Measured By |
|-------------------------------------|---|---|---|
| Education and Qualifications | <ul style="list-style-type: none"> • Must have QTS (Qualified Teacher Status) • First degree or Certificate of Education • Relevant recent professional development | Post graduate qualification (other than PGCE) at masters level or other evidence of sustained professional learning | Application form Certificates |
| Skills and Abilities | <ul style="list-style-type: none"> • Able to think strategically, and to build and communicate a coherent vision. • Able to inspire, challenge, motivate and empower others to carry the vision forward and attain high goals. • Excellent written and verbal communication skills. • Approachable, reliable, has presence and enjoys being highly visible to children and parents. • Self-motivated with good organisational skills and the ability to prioritise workload effectively for themselves and others. • Delegates management tasks and monitors their implementation. • Develops, empowers and supports individuals and teams and thereby builds capacity. • Able to follow the school's safeguarding procedures and recognise when to report any concerns | | Application form Interview |
| Experience | <ul style="list-style-type: none"> • Working in secondary education • Delivering improved outcomes for learners • Successfully building and maintaining collaborative relationships with parents, carers, partners and the wider community | | Application form Interview Assessment |
| Knowledge and understanding | <ul style="list-style-type: none"> • Outstanding classroom practitioner who leads by example. • Develops strategies for performance improvement. | Demonstrates political and legislative insight and anticipates trends | Application form Interview Assessment |

| | | | |
|---------------------------|---|---|----------------------|
| | <ul style="list-style-type: none"> • Accesses, analyses and interprets information • Initiates and supports research and debate on effective learning • Gives and receives effective feedback and acts to improve personal performance • Collects a rich set of data to understand the school's strengths and weaknesses • Engages colleagues in systematic and rigorous self-evaluation and combines the outcomes of this with external evaluations to develop the school | Government initiatives to raise achievement | |
| Other requirements | <ul style="list-style-type: none"> • A professional role model who is committed to their own continuous professional development and to developing others • Committed to and able to promote the aims of the school and the values of the Trust: Students First, It's about Learning, No Barriers • Values diversity and the unique contribution that every individual makes to the learning community • Able to work calmly under pressure and withstand stress • Demonstrates professionalism, loyalty and integrity • Able to work flexibly, and to attend meetings and INSET days as required • Able to develop professional relationships to drive improvement across the Trust | | Interview Assessment |



HOW TO APPLY

| | |
|---------------|---|
| CLOSING DATE: | Tuesday 21 st May 2024 – 9am |
| INTERVIEWS: | 23 rd May 2024 |

If you wish to find out more about this role at The Hinckley School and a career within The Futures Trust please contact the Recruitment Team on – Tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to recruitmentadmin@thefuturestrust.org.uk

On application please read the following policies found [HERE](#)

- The Hinckley School Child Protection & Safeguarding Policy
- The Futures Trust Safer Recruitment Policy
- The Futures Trust Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.

