



Job description: SLT Secondment

Job details

Salary: The post is to offer staff with a desire/interest in SLT an opportunity to experience the position and gain experience. There is no salary associated to this post.

Hours: Timetables will be looked at to see if additional hours can be given, this is not guaranteed.

Contract type: Limited to 1-2 years

Reporting to: Depends on area of interest

Responsible for: Data and Intervention, Curriculum, Pastoral, Teaching and Learning, SEND (applicants should indicate key area of interest)

Main purpose

The SLT secondment will support the Senior Leadership Team in:

- Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

The seconded member of staff will also have a timetabled teaching commitment of their previous post, complying with the Teachers' Standards and modelling best practice for others. However, if allowances can be made they will be done to reflect the amount of extra work they are expected to complete.

They may also be required to undertake any of the duties delegated from the Headteacher.

Qualities

The seconded post-holder will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Headteacher: Sarah Cox, BA (Hons)

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Duties and responsibilities

School culture and behaviour

Under the direction of the Senior Leadership team the seconded post-holder will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

Under the direction of the Senior Leadership team the seconded post-holder will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

Additional and special educational needs and disabilities

Under the direction of the Senior Leadership team the seconded post-holder will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Organisational management and school improvement

Under the direction of the Senior Leadership team the seconded post-holder will:

- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Staff management and professional development

Under the direction of the Senior Leadership team the seconded post-holder will:

Performance manage middle leaders, including carrying out appraisals and holding staff to account to their performance

Manage staff well with due attention to workload

- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the Senior Leadership team the seconded post-holder will:

- Work with the governing board as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Specific areas of responsibility

We invite candidates to identify an area of the school that requires improvement and write their own specific area of responsibility, or alternatively use the criteria below:

Data & Assessment

The post-holder will:

Support the lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents

Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language

Plan and implement interventions for those pupils who are not progressing

Provide training and support for teachers and support staff on administering the assessment system effectively

Pastoral

The post-holder will:

Establish and implement whole-school systems for pupil wellbeing

Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team

Provide staff with training and support so they can play a part in enhancing pupils' personal development

Promote and evaluate the effectiveness of the school's behaviour policy and strategies

Monitor pupil attendance and ensure it is continuously improving

Analysing whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies

Curriculum

The post-holder will:

- Review the curriculum offering to ensure all students have access to an appropriate pathway
- Use whole school data to review the whole school impact of our curriculum
- Plan effective intervention to support the running of the curriculum
- Support T&L in the effective delivery in High Quality Teaching in the curriculum
- Support the development of cross-curricular links in the curriculum and mapping them out

Teaching & Learning

The post-holder will:

- Review the latest T&L research and how it can be implemented in school
- Support T&L in the effective delivery in High Quality Teaching in the curriculum
- Support the development of adaptive teaching to support the progress of our vulnerable students

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that they will carry out. The post-holder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Desire/interest in preparing for a leadership role
Experience	<p>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>Demonstrable experience of successful line management and staff development</p>
Skills and knowledge	<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</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>
Personal qualities	<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, ensuring that personal beliefs are not expressed in ways that exploit the position.</p>

Notes:

This job description may be amended at any time in consultation with the postholder.

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____