



WHITMORE HIGH SCHOOL

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Porlock Avenue Harrow HA2 0AD

Headteacher : Ms Susan Hammond, M.A.

Secretary : Mrs Sue Hartley

February 2020

Dear Colleagues

Many thanks for your interest in the post of temporary Assistant Headteacher at Whitmore High School. The post is fixed term for one year.

I attach for your information the following:

- Job description
- Current Leadership Responsibilities
- School Improvement Plan: Focus Areas

The prospectus and other details about our school are available on the school's website (www.whitmore.harrow.sch.uk)

I do hope that this will give you a good sense of our school and current priorities in general and the post in particular. If you have any further questions or would like to visit the school during a working day, please do not hesitate to contact me.

The closing date is at **9.00am on Monday 24th February**. When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.

Whitmore High School is committed to safeguarding and promoting the welfare of young people. We expect all staff to share this commitment. The successful applicant will be required to undertake an Enhanced DBS check. Our CP Policy is available on the school's website.

I look forward to hearing from you.

Yours sincerely

Susan Hammond
Headteacher

Email - secretary@whitmore.harrow.sch.uk

TEMPORARY ASSISTANT HEADTEACHER
One year fixed term post

Leadership Group L16-20

The details outlined below represent the school's supplement to the relevant conditions of employment detailed in the School Teachers' Pay and Conditions Document.

JOB DESCRIPTION

The job description includes generic responsibilities as well as specific ones. The job description is not comprehensive and the post holder will be required to undertake other tasks and duties appropriate to the level of appointment as the Headteacher may reasonably require.

Whoever is appointed will:

Generic Responsibilities

- Teach well across the 11-19 age range
- Be a member of the leadership group and work to ensure the effective management of the school
- Support the school's ethos and work positively and supportively in accordance with the school's plans, policies and procedures
- Lead the formulation, development, promotion and evaluation of school policies as required
- Support the planning, delivery and evaluation of high quality management and teaching and learning across the school
- Assist in the formulation of the School Improvement Plan and take responsibility for planning, implementing and monitoring areas therein
- Line manage and support particular curriculum areas and be the linked senior management person and attend their meetings as required
- Line manage and support particular year teams and year leaders and attend their year meetings and be the linked senior management person
- Assist with departmental, year group and whole school monitoring and review. This will include working with linked year groups and departments to help them review performance and develop actions and policies to raise student achievement, behaviour and wellbeing
- Set, promote and sustain the highest standards of student achievement and behaviour throughout the school
- Participate positively and cooperatively in the school's scheme for Appraisal
- Work to maintain positive links and relationships with students, parents /carers and the local community
- Attend Parents' Forum, Governing Body and other meetings as required
- Manage the efficient and effective use of resources including the management and oversight of budgets
- Act as a member of the School Guidance Team, interview students as they make their GCSE, post-16 and post-18 choices and assist in decisions on future plans
- Assist in the appointment process of staff to the school
- Deal with urgent problems as they arise
- Assist with the supervision of students before school, at lunchtime and after school

- Keep abreast of local, national and international developments in education, especially those that relate to your specific responsibilities, and ensure the effective dissemination of information and best practice amongst colleagues
- Uphold the school's policies and procedures regarding the safeguarding of all young people, equal opps and health and safety

Specific Responsibilities

These will be decided on appointment to take account of the interests and experience of the person appointed. (For information, the current Leadership Group responsibilities are attached)

Specific responsibilities may be revised periodically to meet the changing needs of the school and the individual

Person Specification

The successful candidate will be/have:

- An outstanding teacher, keenly interested in how children learn
- A good honours degree with evidence of further professional study
- Excellent interpersonal skills with all stakeholders
- A proven track record of successful team leadership in a curricular and/or pastoral role
- Led successful initiatives to improve teaching and learning and raise student achievement and wellbeing
- Contribute to whole school development and initiatives
- Able to use and manipulate data to set targets and monitor and track student achievement, progress, behaviour, attendance and punctuality
- Able to review performance, identify team and whole school priorities and prepare action plans
- Able to use performance management and staff development to raise standards
- Able to juggle day-to-day demands with longer term strategic priorities
- Energy, enthusiasm and the capacity for hard work
- Able to inspire, motivate and challenge others
- Clear-thinking with the ability to think creatively and strategically
- Committed to equal opportunities and to a collaborative approach at all levels.
- Excellent attendance and punctuality
- To be aware of, and committed to, the safeguarding of all young people
- To be aware of, and committed to, health and safety at work

February 2020

