



Fareham
Academy

Applicant Pack

Assistant Headteacher

Leadership L10-L14
£62,661 - £70,644

Start date: 21 April 2025

Fareham Academy
www.fareham-academy.co.uk/vacancies

For an informal discussion about this post, more information or to arrange a visit, please contact the Academy on 01329 318003 or by email on g.payne@fareham-academy.co.uk

Closing Date: Tuesday 14 January 2025 (noon)

Letter from Headteacher

Dear Applicant

I am delighted that you are expressing an interest in working at Fareham Academy. We are a caring and forward-thinking school, where academic achievement and the personal development of each child go hand in hand. Our motto “Unlocking Potential – Creating Opportunity” supported by our values of Resilience, Aspirations and Kindness captures the ambition we have for all our students.

Throughout my time as Headteacher I have consistently seen exceptional teaching and learning, which has been verified through our recent Ofsted Inspection in October 2021. We are committed to the development of all our staff and providing the opportunities and support to progress in their careers. I am especially proud that many members of our staff have progressed into leadership roles within our own school and beyond.

We are looking for the right person to add value to our school and be part of our exciting journey. I wish you the best of luck with the application process.

If you have any questions on the recruitment process, please email g.payne@fareham-academy.co.uk or visit our website: www.fareham-academy.hants.sch.uk

Yours faithfully,



Christopher Pranker
Headteacher

“Developing transferrable skills such as teamwork, communication, problem solving, and innovation to better prepare students for the constantly changing world.”



Assistant Headteacher

This is an exciting opportunity for an experienced leader to join the Senior Leadership Team. Fareham Academy is looking to appoint a well-qualified, ambitious, senior leader with a proven track record of success. The ideal candidate will be an ambitious classroom practitioner with a desire to achieve strong outcomes. We require someone who wants to become a beacon of excellent practice in a classroom environment, whilst posing the muscularity of intellect and professional credibility to drive up standards in the classroom for all our young people. Are you capable of inspiring, motivating and supporting students and staff to achieve their full potential?

Applications are invited from candidates who:

- Have a successful, proven track record of senior or middle leadership in their current role.
- Are committed to improving the outcomes for all our students.
- Have a proven ability to work in partnership with staff, learners and their parents/carers offering support and challenge.
- Are able to lead, motivate and inspire students and staff.
- Have the ambition, resilience and determination to succeed.
- Are a creative and strategic thinker, able to see through and sustain initiatives.
- Have excellent communication, organisational and inter-personal skills.

This exciting opportunity offers the chance to undertake an Assistant Headteacher role. You will work positively with the Headteacher to identify priorities and opportunities for academy improvement that support the achievement of outstanding outcomes for all. You will also lead on the delivery of the academy's strategic aims and rigorously ensure that the academy's systems are working smoothly and effectively on a day to day basis.

As a key member of our leadership team you will play a pivotal role in our school improvement journey. You will join a supportive, highly talented and committed team of leaders and staff who are working hard to secure record examination results, sustainable improvements across every area of provision and ambitious opportunities for all of our students.

Your Opportunity

At Fareham Academy, we believe in providing students with skills to support their developing independence. Teaching and Learning is at the heart of what we do. Every decision is driven by its potential to impact on student learning.

We are looking for a highly motivated individual who:

- Has excellent subject knowledge
- Believes in young people
- Is dynamic, innovative and inspirational in the classroom
- Is passionate about subject and is keen to improve standards across all year groups
- Ensures students succeed and are challenged to achieve their potential
- Has the ability to teach outstanding lessons across the age range
- Enjoys working as part of a team
- Sets high expectations of themselves and their students
- Is committed to providing access for students to a range of opportunities
- Is able to forge positive relationships with students
- Can accurately use data to improve teaching & learning
- Enjoys keeping up to date with educational reading

In return we will offer you:

- A professional, hardworking and supportive team of staff with the capability and desire to raise student achievement
- Enthusiastic students who are willing to learn and are proud of their learning environment
- Opportunities for further professional development
- A caring and supportive working environment within a vibrant school community
- A personalised CPD programme suited to staff requirements
- Access to a network of schools to support personal and professional development
- Access to our Private Health Care and 24/7 access to a virtual GP

“A place where staff cultivate a desire for learning and self-improvement.”

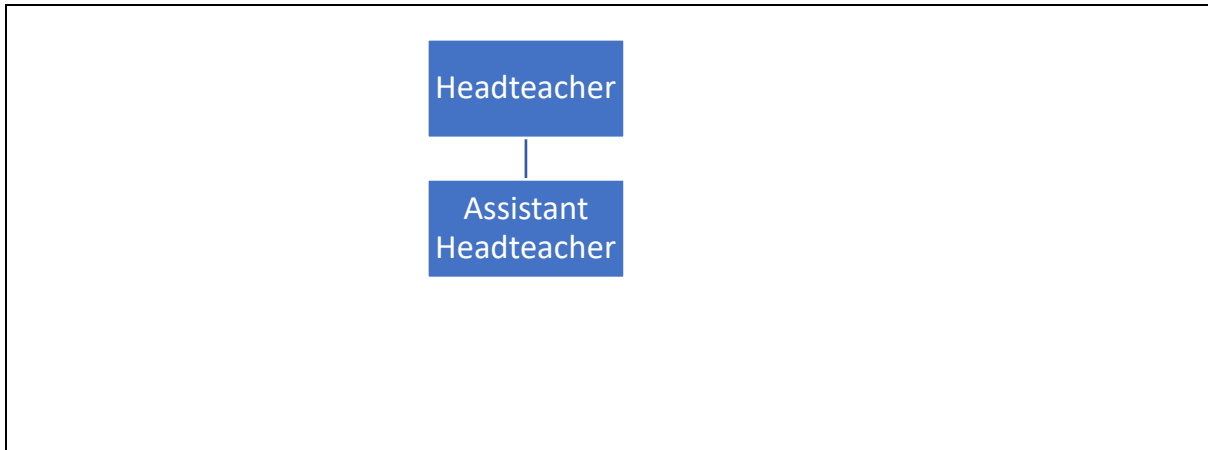


Post Details		Schedule 6			
Department :	SLT				
Job Title:	Assistant Headteacher				
Salary:	L10 – L14				
Responsible to:	Headteacher				
Job Purpose Statement					
The assistant headteacher will support the headteacher and deputy headteacher in:					
<ul style="list-style-type: none"> ➤ Communicating 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 ➤ They may also be required to undertake any of the duties delegated from the headteacher 					
<p><i>This job purpose reflects the core activities of the post. As the School and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary. Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.</i></p>					
Person Specification					
Qualifications	Essential/Desirable	Application	Interview	Letter	References
Relevant qualifications to degree level or the equivalent. Evidence of further relevant professional development. Qualified Teacher	E E E	*			
Experience of Educational Management	Essential/Desirable	Application	Interview	Letter	References
Experience of Senior Leadership in a secondary 11-16 range school at a senior level.	D	*			*
Detailed knowledge and understanding of the National Curriculum.	E		*		*
Appropriate and successful teaching experience. Proven track record at KS4.	E		*		*
Ability to motivate and encourage children	E		*		*

Strategic policy development and implementation.	E	*	*		
Demonstration experience of implementing strategies for raising achievement and achieving excellence for students, staff and self.	E	*	*		
Demonstrate effective team leadership	E	*	*	*	*
Successful experience in data analysis, target setting, monitoring and review.	E		*		
Evidence of impact of work with external organisations	E	*	*		
Experience of school development planning and evaluation	E		*		*
Ability to demonstrate understanding of complex problems and apply in depth knowledge to address them	E		*		*
Ability to create effective relationships with a variety of different people	E	*		*	
Professional Knowledge and Understanding	Essential/ Desirable	Application	Interview	Letter	References
Current educational issues, including national policies, priorities and legislation	E	*	*		
Management of staff, including professional development and recruitment.	E	*	*	*	
Evidence of Line Managing Curriculum areas and Student Support Staff.	E		*		
Financial planning, budgetary management and accountability.	E	*	*	*	
The successful practice of educational inclusion, diversity and access.	E		*	*	
Effective choice and flexibility in learning to meet the personalised	E		*	*	

learning needs of the every child					
Principles and practices of quality assurance systems, including school review, self-evaluation, performance management.	E	*	*	*	
Leadership and Management Skills	Essential/ Desirable	Application	Interview	Letter	References
Ability to prioritise, plan, organise and manage work life balance	E	*			*
Ability to work as an effective team player, understanding the strengths and weakness of others to help team development	E	*	*		
Excellent time management and organisational skills	E		*		
Excellent interpersonal, presentation and communication skills, both written and spoken	E	*	*		*
Ability to manage and deliver own course units and contribute to team taught course units	D	*	*	*	
Ability to contribute to wider school management, administration and initiatives	D	*	*	*	*
Communicating & Influencing	Essential/ Desirable	Application	Interview	Letter	References
Ability to influence desired student behaviour	E			*	*
Ability to generate enthusiasm in students	E			*	*
Excellent communication skills, able to clarify and explain instructions	E		*	*	*
Other skills & Behaviours	Essential/ Desirable	Application	Interview	Letter	References
Ability to stay calm	E			*	
Empathy with students and sympathetic to their needs	E			*	

Professionally discrete and able to respect confidentiality in particular areas	E				*
Safeguarding Children	Essential/ Desirable	Application	Interview	Letter	References
Committed to safeguarding and promoting the welfare of children and young people (References)	E	*	*		
Equality	Essential/ Desirable	Application	Interview	Letter	References
The ability to ensure that there is equality of access to educational attainment All aspects of equality are adhered to	E	*	*		
Personal and Professional Qualities & Attributes	Essential				
<ul style="list-style-type: none"> • Excellent organisational ability • Ability to organise own teaching resources and activities to deadline and quality standards • Ability to plan, manage, organise and assess teaching objectives • Ability to contribute to the design of subject units, curriculum development and new teaching approaches • Inspire, challenge, motivate and empower the school community to carry forward a shared vision. • Build and maintain effective relationships. • Think strategically, create, maintain and share a coherent school vision. • Manage change, conflict and empower individuals and teams. • Listen to, and reflect on, feedback from others, including colleagues and governors. • Think creatively to anticipate and solve problems • Prioritise, plan and organise themselves and others • Set & achieve ambitious, challenging goals and targets • Knowledge, understanding, consistency, complete finisher, supportive, loyal/trustworthy, effective communicator, take initiatives, follows up, creates sustainability and motivates. 					
Organisational Information					
<p>All staff are expected to: Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the Schools Equal Opportunities Policy.</p> <p>Help maintain a safe working environment by:</p> <ul style="list-style-type: none"> • Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand. • Following local codes of safe working practices and the school's Health and Safety Policy. <p>Undertake such other duties within the scope of the post as may be requested by your Manager.</p>					



Main Responsibilities/Activities:

This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities and should be read in conjunction with the accompanying Job Purpose. More specifically the post holder will be expected to:

Duties and responsibilities

School culture and behaviour

Under the direction of the headteacher or deputy headteacher, the assistant headteacher 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 headteacher or deputy headteacher, the assistant headteacher 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 headteacher or deputy headteacher, the assistant headteacher 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 headteacher or deputy headteacher, the assistant headteacher 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 headteacher or deputy headteacher, the assistant headteacher 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 headteacher or deputy headteacher, the assistant headteacher 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

Assessment

The assistant headteacher will:

- 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 assistant headteacher 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

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 the assistant headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role and depending upon their area of focus.

Please note: Academies may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice. You will still be able to add information until the closing date, but you will not be able to submit your application. With this in mind, you are encouraged to apply as early as possible.

Fareham Academy is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, online checks and where applicable, a prohibition from teaching check will be completed for all applicants. In line with our commitments to safeguarding.



Fareham Academy

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