

Job Vacancy Pack



Assistant Headteacher Brine Leas School

Leadership Pay Scale (L12-16)

- + Pension Scheme (TPS)
- + The Cornovii Trust Employee Assistance Programme
- + A laptop to use whilst in employment
- + Priority admission for children of staff
- + Comprehensive induction programme & continued support

March 2025

Dear Applicant

Leadership Post: Assistant headteacher L12-L16.

We are excited to announce an opportunity for an Assistant Headteacher to join our team.

We have high expectations for our students, supporting them to achieve excellent academic outcomes and develop key life skills through our seven-year curriculum. Our staff are highly skilled, with teaching and learning being at the heart of all we do.

Brine Leas School is in Nantwich, Cheshire, and is a highly successful and oversubscribed school, consistently rated "Good" by Ofsted with an "Outstanding" sixth form. The school's thriving sixth form, BL6, offers a challenging academic program with tailored mentoring and comprehensive support, attracting students from diverse backgrounds.

The mission statement, "Believe. Learn. Succeed." underpins the school's approach, encouraging students to reach their full potential through high-quality teaching and excellent pastoral support.

We seek an experienced leader who fits our ethos and will inspire and motivate staff, students and the wider community to ensure that every student has the opportunity to succeed.

Visits to our school can be arranged by contacting Cally Quarterman in the HR team on 01270 625663 or HR@brineleas.co.uk. All posts are subject to enhanced disclosure procedures and pre-employment checks.

Thank you for considering this opportunity.

Yours sincerely,



Paul Whitehead
Headteacher

The Post

The governors and Headteacher are seeking to appoint a candidate with leadership potential, drive and enthusiasm to contribute to the development of the school and take significant responsibilities within the leadership group.

A person specification and job description are included in this pack.

Leadership Team

Members of the Leadership Team line-manage Curriculum Leaders and Year Leaders. Responsibilities are allocated to each member of the team, but it is expected that these will be adjusted to the needs of the school and individual demand.

The Leadership Team meets three times a week. One meeting in the morning is dedicated to operational matters, while another after school focuses on strategic discussions, including development work, Teaching & Learning, and school improvement. A third morning meeting is solely focused on pupil outcomes. The Headteacher also holds individual meetings with leadership team members.

Application

Applications should be sent to

HR@Brineleas.co.uk

By **12:00pm March 27th 2025**.

Statements in support of your application may be written as part of the application form, or separately enclosed. Please note that these must not exceed two sides of A4.

Please ensure that in your statement of application you cover the following:

- How you align with the key elements of the job description
- Any relevant experience you have gained and what you have learnt in terms of management and leadership, as a result.
- An indication of what you feel you can particularly bring to the Leadership Team.

The Interview.

The dates for the interviews are yet to be confirmed. The interview process will involve a tour of the school. However, should you wish to visit us beforehand, please contact Cally Quarterman: HR@Brineleas.co.uk

Person Specification: Assistant Headteacher

Qualifications

- Good Honours Degree or Equivalent
- Teaching Qualification

Experience

- Extensive, successful and varied teaching experience in the secondary sector up to, and including, Advanced Level
- Leadership experience for at least three years as part of a successful leadership team
- Proven track record in leading and managing whole school improvement initiatives
- Recent relevant professional development

Knowledge and Understanding

- How to improve teaching, learning and behavior through working with middle leaders and individual staff
- The importance of pastoral support for students, including interventions relating to SEMH
- How to develop and embed processes to develop students' oracy, literacy and numeracy skills
- How to monitor student progress and use value added analysis
- Effective intervention strategies to support students to achieve well
- Curriculum developments; both current and anticipated
- How to strategically plan and implement, then monitor and evaluate progress
- How to use ICT and other technologies in leadership, teaching and learning

Skills

- Ability to initiate, develop and implement
- policies and/or initiatives
- Ability to lead and/or manage a large number of staff
- Ability to motivate staff and students
- Ability to communicate effectively and sympathetically with Governors, staff,
- parents/carers, students and the local community
- Ability to learn from experience, and to make
- well-judged and well-informed decisions
- Ability to analyse and problem solve, having a positive "can do" attitude

Qualities

- Strong sense of moral purpose, with
- commitment to the school's vision and ethos
- Vision, imagination and leadership coupled with a strong work ethic and drive for improvement
- Sensitivity to the needs of others with the ability to work effectively in a team
- Ability to work under pressure, welcoming both challenge and opportunity
- Ability to adapt to changing needs and circumstances
- Sense of humour and enthusiasm

Job Description: Assistant Headteacher

Specific

The leadership team has well-defined roles, with members assigned specific responsibilities that may change periodically. This approach aims to enhance individual skills and experience within the team while addressing the evolving needs of the school. Each member of the leadership team holds key line management and strategic responsibilities, As outlined below.

S Member of the Leadership Team

- Support the Headteacher in strategic planning for the entire school, focusing on specific designated areas.
- Implement parts of the school development plan as identified within the plan.
- Assist in preparing curriculum, capital, and other bids and submissions to external agencies.
- Line manage designated subject leaders (within the relevant cluster) and/or other staff, ensuring they fulfill their responsibilities for raising achievement in the school.
- Oversee an allocated year group as requested, working closely with the relevant staff to maintain high standards of teamwork.
- Take an active interest in safeguarding processes, contributing as needed to ensure swift action in case of any breaches or child protection concerns.
- Aid the Headteacher in the school's self-evaluation process through lesson visits, tutor observations, departmental and pastoral annual reviews, departmental examination reviews, and other self-evaluation systems.
- Assist the Headteacher with interviewing and staffing.
- Support the school's ethos and community partnership, including giving assemblies and supporting evening school functions.
- Share responsibility with the Leadership Team for daily administration and effective management of the school, including gate duty, other duties, and lunchtime supervision.
- Collaborate with the Leadership Team to maintain good order and conduct of students throughout the school, including overseeing detention, exclusion supervision, and specific areas of the school.
- Lead performance management as a team leader.
- Attend Leadership Team meetings and other management meetings as required.
- Participate in meetings of the Governing Body and its committees as needed.

Job Description

Assistant Headteacher

Lead the School.

You will drive strategic initiatives that enhance student outcomes and staff development.

You will champion a culture of excellence, innovation, and continuous improvement, leading to measurable improvements in attainment and well-being. You will collaborate with key stakeholders to shape and implement school policies that positively impact student success.

You will inspire and support staff to achieve high standards in teaching and learning, resulting in improved academic and personal development outcomes.

Commit to Growth and Excellence: Maintain a broad and up-to-date understanding of education, school systems, and effective leadership practices. Regularly reflect on personal performance and embrace opportunities for professional development.

Embrace Responsibilities with Enthusiasm: Take on additional duties that align with the role's level of responsibility, contributing positively to the school's success.

Engage in Professional Development: Actively participate in the performance review process, setting and working towards meaningful appraisal targets each autumn term. Take part in training and development opportunities to continuously enhance skills and knowledge.

Champion Inclusion and Diversity: Foster an inclusive environment by promoting equal opportunities and celebrating diversity across all aspects of the school.

Contribute to the School Community: Play an active role in school life, supporting its unique vision and ethos while inspiring both staff and students to do the same. Attend and contribute to key school events, such as Open Evenings.

Uphold School Values: Demonstrate commitment to the school's corporate policies, the Staff Code of Conduct, and the Dress Presentation Code, setting a positive example for the community.

Prioritise Safety and Wellbeing: Follow the school's Health and Safety policies, conducting risk assessments when needed to maintain a secure learning environment.

Safeguard Every Student: Stay informed on safeguarding best practices, adhering to the latest DfE 'Keeping Children Safe in Education' guidance and the school's safeguarding policies.

Ensure Integrity and Compliance: Uphold all school and Cornovii Trust policies, particularly those related to conduct, child protection, health and safety, confidentiality, and data protection, while promptly reporting any concerns.

Job Description

Assistant Headteacher

All teaching staff are also expected to fulfil the following duties:

- Plan and deliver well-structured lessons aligned with the school's curriculum and schedule. Set goals that challenge and stretch students of all backgrounds, abilities, and dispositions within a safe and stimulating environment, while effectively deploying support staff.
- Support students in making the best possible progress by using a variety of teaching, learning, and support strategies. Take responsibility for their outcomes and plan lessons that build on their prior knowledge and understanding.
- Adapt teaching to respond to the strengths and needs of all students, using differentiation to address their learning needs and overcome barriers. This includes students with SEND, those who are MAGT, Student Premium, or have English as an Additional Language.
- Assess and record students' achievements, prepare reports, and participate in parental/carer consultations. Use assessments to help students reflect on their achievements, address misunderstandings, and inform future planning. Provide regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback.
- Set homework and other out-of-class activities to consolidate and extend students' knowledge and understanding. Check completion and provide feedback as required.
- Set work online, deliver online lessons, or use remote teaching for students who are not in the classroom. This should be done within the framework of directed time and during any school-enforced closure periods, providing feedback to students as needed.
- Behaviour Management: Implement school policies to ensure a safe and positive learning environment. Establish clear and fair rules and routines in classrooms, emphasizing rewards and praise alongside necessary sanctions.
- Curriculum Design: Contribute to the creation and delivery of an engaging curriculum within your subject area, in collaboration with the subject team, proportionate to your responsibilities.
- Professional Development: Participate in the Trust's Performance Management scheme. Actively seek opportunities for personal development through in-service training to stay updated on national and school initiatives.
- Pastoral Support: Support the school's pastoral system by promoting equal opportunities, British values, and tolerance. Serve as a tutor and/or mentor to enhance students' well-being.
- Policy Implementation: Observe and implement current school policies and best practices. Follow guidance and requirements from your team and the staff handbook, particularly avoiding unsanctioned social media interactions with students.
- General Duties: Perform duties and attend meetings as reasonably required.
- Statutory Compliance: Act within the statutory frameworks that outline your professional duties and responsibilities.
- Additional Duties: Carry out specific tasks as directed by the Headteacher or CEO, in accordance with the current Teachers' Pay and Conditions of Service Document.

Knowledge & Experience – Essential.

- Qualified Teacher Status
- Degree or equivalent
- Evidence of continuing professional development including preparation for a senior management role.
- Experience of teaching all secondary key stages up to and including Key Stage 4
- Experience of successful strategies for raising students' achievement with innovative pedagogy.
- Experience of promoting students' spiritual, moral, social, and cultural development and good behaviour.
- Experience of implementing and overseeing successful school improvement initiatives.
- Experience of strategies for improving the quality of teaching and learning including promoting excellence, raising the achievement of all students, and challenging poor performance.
- Experience of monitoring and evaluating the effectiveness of teaching and learning including its outcomes in terms of standards, achievement, personal development, and well-being.
- Experience of strategies for curriculum enrichment that have shown successful impact for all young people.
- Experience of and strategies for effectively managing a wide range of staff both teaching and non-teaching.
- Experience of thinking and planning strategically for the future
- Experience of leading innovation, creativity, and change in school
- Experience of the impact of equality of opportunity, British values, and inclusion policies on students and staff.
- Knowledge of and experience in the principles and practice of Quality Assurance systems including school review, self-evaluation, and appraisal.

Knowledge & Experience - Desirable

- Experience as an Assistant Head.
- Experience of working directly with a Senior Leadership Team
- Experience of senior leadership responsibility in more than one school/setting.
- Experience of developing new educational provision from concept to delivery.
- Experience of teaching Key Stage 5.

Skills & Abilities - Essential

- Requirement to work flexibly to meet the demands of the post including some evening and weekend work
- Able to be an exemplary role model to students, staff, and parents/carers
- Able to establish and sustain effective organisational structures, systems, policy, and practice, including safeguarding
- Able to build and sustain effective relationships with all stakeholders that will enhance the education of all pupils
- Able to work in partnership and accept appropriate support from all stakeholders including the local community
- Have an in-depth knowledge of how technology can transform learning.

Personal Qualities – Essential.

- Enthusiasm for and commitment to the achievement of the school's overall vision and values
- Willingness to commit to the wider life of the school
- Resilient, flexible and adaptable
- Awareness of and commitment to equal opportunities and valuing diversity
- To command and demand respect from the school community
- Empathetic and patient towards others
- Creativity and enthusiasm to promote a positive school image to the local and national community

Values & Principles – Essential.

- Enthusiasm for and commitment to the achievement of the school's/trust's overall vision for success at all levels
- Motivation to work with children and young people
- Ability to build and sustain professional standards, relationships, and personal boundaries with children and young people
- Willingness to support the trust's ethos of collaboration before competition and work with all colleagues and schools within the trust
- Emotional maturity and resilience in dealing with challenging behaviours
- Ability to contribute towards creating a safe and protective environment
- Willingness to continue professional development
- Commitment to maintaining high standards and expectations
- Commitment to contributing to school life as a whole
- Commitment to equality of opportunity, valuing diversity, and the safeguarding and welfare of all students.

Information for Applicants

The Cornovii Trust.

The Trust currently consists of 7 local schools: Alsager Highfields Primary; Alsager School; Audlem St. James CofE Primary; Brine Leas School; Pear Tree Primary and Weston Village Primary. We are a local trust providing support for local schools, children and families.

The Cornovii Trust is built on 6 core principles: Collaboration, Excellence, Child Centered, Inclusivity, Equality & Community

About the School.

Brine Leas is proud to be part of the Cornovii Trust.

Brine Leas School is located in Nantwich, South Cheshire, caters to students aged 11 to 18 and has approximately 1,440 pupils enrolled.

We are deeply committed to our local community, fostering strong connections and support networks. The school is highly regarded in the local community and consistently oversubscribed, with a published admission number of 215.

The school's exceptional pastoral care ensures that every student feels supported and valued, contributing to their overall well-being and success. At the heart of the school is its thriving house system, which encourages teamwork, camaraderie, and a sense of belonging among students.

The Outstanding Sixth Form, BL6, is a thriving post-16 provision with over 300 students from many local schools, offering exceptional opportunities for academic and personal growth.

All these elements are underpinned by the school's guiding principles: Believe, Learn & Succeed, which inspire students to reach their full potential and achieve excellence in all aspects of their education.

Brine Leas School has a long history of securing the very best GCSE results, reflecting its dedication to academic excellence.

The school was most recently inspected by Ofsted in May 2022. [Ofsted Report](#)



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