



**DAVISON**  
CE High School for Girls

Appointment of  
**Assistant Headteacher**  
(Teaching and Learning)



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## Welcome from the Headteacher

Dear Potential Applicant,

Welcome to Davison CE High School for Girls.

I am very proud to have been the Headteacher here since September of 2013. Whilst I am unashamedly biased, due to my love of being part of Davison, I can confirm that my incredibly high regard is shared by so many students, colleagues, governors and parents/carers.

So, what makes Davison so special? The relationships between those who work and study here are very different. We all work to support each other and we take great pride in celebrating and valuing all forms of success. Outside of the current restrictions, it is very normal for guests to comment on the warm and purposeful feel of the school as they tour it. Indeed: many prospective parents tour the school in a very neutral/open-minded way and come out with a great sense of conviction that they want their daughters to be part of our school community. This is undoubtedly due to the feeling that they have quickly gained. I call this 'The Davison DNA'. It shines out and it is very quick to feel when you are here.

We offer and encourage a very broad range of extra-curricular provision which gives all students an opportunity to enjoy and achieve. 'Student behaviour is exemplary', as described by OfSTED, and our staff really do go the extra mile. Further to this...our students are driven to succeed and want to participate fully in their learning. This has led to our students making exceptional academic progress in recent times. We are delighted that our truly non-selective and inclusive cohorts do so consistently well as a result of the hard work that they, and we, put in to making sure that everything works.

The vacancy for an Assistant Headteacher, with responsibility for Teaching and Learning, comes as a result of the departure of Janice Eldridge; a consummate professional who has epitomised success in her role over so many years. Our leadership structure benefits immensely from the work of a dedicated teaching and learning leader who ensures that attainment and progress are monitored and achieved.

Our Headship Team is comprised of very talented and committed colleagues who all share a combined work-ethic whilst retaining their own unique personalities and approaches to task completion. We complement each other fantastically well and have a great deal of fun in working together. Our September 2023 Headship Team will comprise of 11 colleagues. (Please refer to Appendix 1)

Whilst the Assistant Headteacher role itself is undoubtedly demanding; it is also extremely rewarding and stimulating. As a Headship Team, together, we will work on all aspects of leadership and management across the whole school. At times we will 'blaze the trail' and at other times we will support and develop our colleagues to be the leaders of the future.

What do we need from an Assistant Headteacher? The Person Specification and Job Description may look daunting but, essentially, we would be delighted to appoint a team player who is honest, committed, loyal, visionary, creative, talented, resilient, enthusiastic and ambitious.

What do you want from a Headship Team? We will do our very best to be patient and supportive. We understand that there will be many aspects of the job description that may be new to you and that you will need time to understand your new role and get to grips with it. We will fully involve you and do our best to help you to progress in the future. Your successful performance, and happiness in the role, really matters to us and, as a Headship Team, we will do all that we can to help you achieve both.

I would be delighted to meet you and show you around the school. In the first instance, I would suggest that you take some time to explore our school website (see the 'Admissions' section > 'Open mornings and Evenings' for videos which show the life of the school.)

Alternatively, you may wish to arrange a 15-20-minute zoom/TEAMS call to discuss any aspect of the position or process as well as having a chance to ask more general questions about the school. Early contact is encouraged as members of the selection panel may not be able to fulfil all requests if demand exceeds availability. If you wish to arrange either of the above options, please contact my PA, Sam Austwick, [headspa@davison.w-sussex.sch.uk](mailto:headspa@davison.w-sussex.sch.uk) or by telephone on 01903 233835. (Ext 224)

Finally, thank you once again for showing a provisional interest in the position of Assistant Headteacher here at Davison. I do hope that you feel encouraged to apply for the role by completing the application form, along with a supporting statement of **no more than two sides of A4 (minimum size 11 font.)**



Mr Chris Keating  
Headteacher  
Davison CE High School

# Person Specification

## The person appointed to this post will:

- Understand that Headship Team post holders are subject to different contractual arrangements from other teachers.
- Be a strong and positive role model to students, staff, parents and other members of the community.
- Develop a strong network of partners in other schools, locally and nationally.
- Be prepared to go “the extra mile” to do what it takes to continually drive Davison forward.
- Discharge his/her duties with dedication, expertise and an eye for detail whilst maintaining a sense of balance and humour.
- Understand the importance of having a good work/life balance.
- Be forward thinking, be capable of forward planning and be capable of identifying pressure points.
- Be able to meet deadlines and to expect this of other people, holding them to account when appropriate.
- Be able to work under regular and sustained pressure whilst demonstrating high quality work and decision making.
- Be able to prepare ideas and initiatives thoroughly, present them articulately and defend them intellectually.
- Remain open to suggestions and be open minded in general approach.
- Understand the importance of both initiating and completing tasks whilst understanding how to consult appropriately.
- Be prepared to develop both personally and professionally.
- Show genuine leadership skills, including at critical moments.
- Be aware of the impact of his/her performance and decisions on others.



- Keep abreast of all initiatives and curriculum change related to your subject area(s) and those that you line-manage.
- Be articulate and organised.
- Have a clear sense of how to prioritise and understand what the “big issues” are.
- Understand how and when to delegate and the impact that this can have both positively and negatively.
- Understand how to manage change and ensure that change is embedded.
- Understand how to introduce new initiatives and how to follow these through to a successful outcome/conclusion.
- Understand how to get the best out of people; to appreciate their strengths and help them overcome their weaknesses.
- Have good financial skills to enable effective planning for, and monitoring of, departmental spending.
- Contribute to wider educational debates about relevant issues in school.
- Be committed to the best possible pupil outcomes at every level.
- Be able to set targets for pupils within the whole-school system.
- Monitor data effectively, recognise trends and be able to identify barriers to achievement.
- Have a range of intervention strategies when student under-achievement is identified on any level
- Have a clear idea about what high-quality lessons should contain and be relentless in expecting the highest possible teaching quality from departmental members.
- Expect and wish to support the professional development of all other staff.
- Chair meetings effectively.
- Oversee and develop strong and effective policies.
- Liaise regularly and effectively with all leaders up to and including Governors.
- Be adaptable and show the capacity to undertake any role within the remit of assistant Headteacher.
- Work to support, promote and lead the development of Christian values which underpin the work of our school.
- Be able to challenge the Headteacher as part of a whole-school accountability process.
- Be able to see ‘the bigger picture’ when considering the impact of a decision made.
- Be able to undertake all teaching, marking and assessment qualities to at least the same high standard as that expected of others.
- Support a variety of extra-curricular trips and events through presence, participation and management support as appropriate.
- Show the flexibility to incorporate the teaching of non-specialist subjects as and when requested by the Headteacher.
- Be available to teach a reduced timetable as requested by the Headteacher (this is currently a maximum of 10 periods per week but can be subject to change.).
- Accept the line-management responsibilities of both teaching and non-teaching staff as directed by the Headteacher.

**The post is subject to DBS clearance in line with “Safeguarding Children & Safer Recruiting”**



# Job Description

## Assistant Headteacher (Teaching and Learning)

**Salary Range:** Leadership Scale 14-17

**Accountable to:** Headteacher

**Accountable for:** Teaching and Learning

### The successful applicant will be required to:

- Provide a schedule for and monitor all aspects of our lesson observation process.
- Ensure the correct implementation of Teaching and Learning Policy and its ongoing development.
- Collect and provide evidence/documentation on our lesson observation process and to plan intervention and support on a whole-school, departmental and individual level as appropriate.
- Organise dual observations and moderation to ensure consistency of judgement and to identify inconsistencies in judgements.
- Ensure that all subject leaders are fully trained in terms of conducting lesson observations and feedback.
- Write, develop and monitor all policies relating to Learning and Teaching.
- Model and develop AfL and formative assessment policies for use in classrooms.
- Liaise with other Senior Leaders i/c student progress to identify underachieving students, or groups of students, and ensure that appropriate provision for such students/groups is activated.
- Ensure structured INSET programmes are developed for all staff and to oversee the appropriate use of these days across the school year.

- Monitor, plan and implement strategies to ensure the consistently highest standard of Learning and Teaching across the school.
- Provide support for teaching staff which prioritises training on classroom issues and teaching standards.
- Collectively lead and support Subject Leaders through dedicated meetings, at regular intervals, throughout the year.
- Prioritise training needs arising from the Performance Management process linking these to both internal and external CPD opportunities.
- Work with the Headteacher, Business Manager/HR team and Deputy Headteachers as part of the recruitment process for new teaching and support staff.
- Liaise with the Headteacher, Business Manager and Deputy Headteachers in addressing the needs of underperforming staff.
- Line manage the Deputy Leader of Teaching and Learning.
- Maintain a presence around the school to ensure that the highest standards of behaviour are upheld. This includes addressing issues directly and working with all stakeholders to ensure successful resolution of issues.
- Make a positive contribution to Headship Team meetings.
- Communicate and liaise with staff, students, parents, governors and members of the local community as appropriate.
- Be active in issues of staff and student welfare and support.
- Be accountable for identified whole school responsibilities and be able to hold other colleagues to account where poor or inconsistent performance has been identified.
- Produce a Teaching and Learning Development Plan and monitor and evaluate its delivery and impact.
- Monitor and ensure that all subject staff are marking, assessing and providing feedback in line with best practice and school policy at all times and hold

Subject Leaders to account where necessary.

- Support the detailed learning needs of pupils not reaching national standards within an extended day if not met through curriculum time.
- Monitor the effectiveness of teaching and learning within each subject area, through regular lesson observations, learning walks, work scrutinies and other quality control methods.
- Organise and monitor the purpose and effectiveness of Learning Walks.
- Regularly and forensically review the attainment and progress of all students, groups and subgroups with subject staff and plan, implement and oversee support and interventions.
- Produce and present reports as required on the quality of learning and teaching across the school.
- Liaise with the SENDCO to ensure that all provision is being made to ensure that high-quality teaching is evident for students with moderate and/or specific learning difficulties.
- Ensure that all school policies which promote outstanding learning and teaching are implemented consistently by subject staff and their subject Leaders.
- Organise effective team meetings centred on teaching, learning and raising achievement.
- Promote a 'talking teaching' culture amongst the staff which empowers others to lead and develop.
- Be completely satisfied that learning environments are fit for purpose and liaise with the appropriate Deputy Headteacher i/c of environments or technology whenever this is not the case.
- Lead and support events/activities that are being held, outside of normal working hours, in relation to Teaching and Learning or your wider role as an Assistant Headteacher.



# Timescale

The recruitment process is as follows:

|                               |  |
|-------------------------------|--|
| Deadline for Applications:    | 9.00am on Monday 27 <sup>th</sup> February 2023                  |
| Shortlisting to be completed: | 5.00pm on Wednesday 1 <sup>st</sup> March 2023                   |
| Candidates informed by:       | Friday 3 <sup>rd</sup> March 2023                                |
| Interviews held:              | Tuesday 7 <sup>th</sup> and Wednesday 8 <sup>th</sup> March 2023 |

# Apply

Applications should be made on a West Sussex County Council application form which can be found on the school's website

<https://www.davison.w-sussex.sch.uk/about-davison/vacancies/>

Please email completed application forms to **Mr Chris Keating, Headteacher** ([hr@davisonhigh.school](mailto:hr@davisonhigh.school)).



**DAVISON**  
CE High School for Girls

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