



Associate Assistant Headteacher – Science, Design and Technology and Food **INFORMATION PACK**

Transforming Lives

www.fullhurst.leicester.sch.uk



Dear Applicant,

It is with great pleasure that I introduce myself as the Executive Headteacher of Fullhurst Community College. Thank you for expressing your interest in becoming a part of our school community.

Fullhurst Community College is committed to creating a supportive and inclusive learning environment for our 1500 students, aged 11-16 years. We take pride in offering the highest quality education and personalised learning pathways for every student, a commitment recognised in our recent Ofsted Inspection (September 2023): "Dedicated staff at the school have worked hard to create an inclusive culture."

Our primary objective is to shape successful, confident, and responsible individuals, equipped with both academic qualifications and essential personal and social skills. Acknowledged by Ofsted, our broad and varied curriculum ensures that all students have opportunities to realise their aspirations. "The school has planned an ambitious curriculum to meet the needs of all pupils."

The core values of Respect, Kindness, Determination, and Unity are integral to our success in enabling students to exceed their potential. "These values underpin the strong relationships pupils have with staff and each other. Pupils respect diversity." (Ofsted September 2023)

Our commitment to excellence extends to equipping our staff with the necessary tools and materials for delivering high-quality education from the start of their career.

Our state-of-the-art facilities at Fosse and Imperial Campuses cater to the diverse needs of our student body, contributing to our 'good' rating across all areas by Ofsted (September 2023).

If you are enthusiastic about contributing to our ongoing success and making a positive impact on the lives of young people, we warmly welcome your application.

We look forward to the possibility of welcoming you to our team of dedicated and outstanding staff.

Best regards,

Christina Bailey
Executive Headteacher

FULLHURST COMMUNITY COLLEGE

Reasons to join our team



At Fullhurst we have a track record of developing ECTs who thrive and make excellent progress in their teaching career. We provide the following support and guidance for you, at this crucial starting point in your career.

- We offer a summer induction week, to provide you with all of the information you need to settle into the school, and the opportunity to meet colleagues, students and classes before you start in the Autumn term.
- We match you with a dedicated mentor, who is an expert in mentoring, with a dedicated 1:1 session each week to provide you with the support and guidance you need, and opportunities to reflect on your teaching to integrate theory and practice.
- Your mentor will provide you with regular opportunities to receive feedback on your teaching practice, with small, practical action steps, building on what you have learnt in your training year, to help you to continue to make rapid and sustained improvements to your teaching.
- Our ECT lead mentors work directly with our providers to train and support ECT mentors in other schools across the city and county, so you can be sure that the mentoring and feedback you receive will be of a very high quality.
- We have carefully selected to subscribe to the ECF with TeachFirst, who are recognised as an Outstanding provider, giving you the opportunity to access high quality extended support and training which fits in with your day-to-day teaching commitments.
- We offer regular small group networking meetings, as an opportunity to meet up with other ECTs in the school to share your experiences.
- All of the processes for ECT reviews are designed to minimise workload and be supportive and collaborative, with the aim being for you to be supported in knowing what steps to take to make progress in your teaching.



FULLHURST COMMUNITY COLLEGE

Reasons to join our team



Fullhurst Community College first opened its doors in 1991 and we have never been more excited about our future.

WE LISTEN TO OUR STAFF

We continuously collect staff feedback throughout the year using 'Weekly 10', which provides staff with the opportunity to share insights into their well-being and enables us to respond promptly and effectively to their needs.

WE VALUE OUR STAFF

We have an active group of staff who form our Wellbeing Committee who work to ensure that effective practice and provision is in place that promotes the emotional wellbeing and mental health of both staff and pupils.

"Staff are proud to work at the school. They are happy and appreciate the support they get from the school to develop their knowledge and skills."

Ofsted September 2023.



WHAT WE CAN OFFER YOU:

- A comprehensive induction process, with all new teaching staff offered a mentor
- Commitment to providing a supportive and developmental culture for all staff, through an extensive CPD programme
- Dedicated time is set aside for the department to plan collectively and therefore reduce workload.
- We do not conduct graded lesson observations.
- Free access to our fully equipped on-site gym and preferable rates for college facilities hire
- Cycle to work scheme - designed to promote healthy travel to work and reduce carbon footprint
- Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen
- Annual flu jab - to protect against those winter germs
- Vivup counselling service offering telephone or face-to-face appointments, 365 days a year
- We're committed to equality and diversity; this is an area of responsibility for a member of our SLT and a linked Governor.
- We provide a wide range of activities and events for staff to relax and enjoy across the year

FULLHURST COMMUNITY COLLEGE

What staff have to say about



“Since joining as a fresh-faced NQT in 2012, I have seen Fullhurst go from strength to strength. The staff working here are an incredible team, which is reflected in the results, which continue to improve year on year. I have had the pleasure of teaching a diverse range of amazing young people at Fullhurst, many of whom still have strong ties to the college and keep us updated on their successes. Hearing about these positive outcomes is so rewarding and a big part of why I am still enjoying my time here later I am still proud to be part of the team. As the college expands and very excited to see what happens in the future.”

Mr T Jones *Standards & Progress Leader for Communications*

“I started working in education in 1992 as a teaching assistant in a primary school. In 1994, I began working as a TA at a secondary school mainly with two students with SEN, this was a very unusual role at the time. When the students left I became a science technician at the school. I joined Fullhurst Community College as a science technician in 2005. I have seen lots of changes over the years, for the better. I have been through several Ofsted visits with the college attaining higher outcomes each time. Working here is very rewarding, the staff are a great team, working together for the benefit of our students both academically and in their own personal development. Expectations of students are high and staff work together to help them achieve their best. Fullhurst is also a fun place to be!”



Miss T Marlow *Science Technician*

FULLHURST COMMUNITY COLLEGE

What staff have to say about



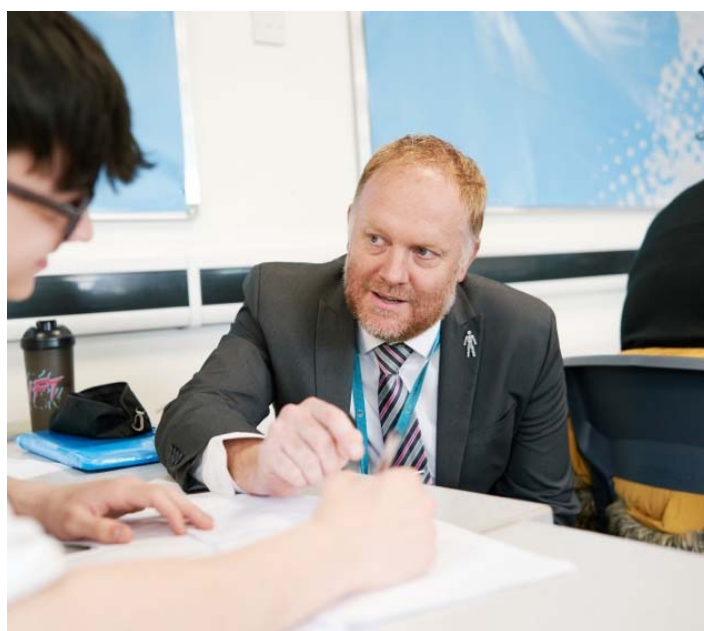
"I joined Fullhurst Community College straight after a successful School Direct programme and completed my NQT year here. Fullhurst have a fantastic NQT programme where you gain outstanding support to help you develop to become the best teacher you can. Two years later I was fortunate to be offered the position of Head of Physical Education and am now a Standards Leader. The reason I applied to work at Fullhurst is the ethos of transforming lives. I believe that as a teacher and a leader, you can provide every student with equal opportunities so that they can reach their full potential and that is exactly what Fullhurst offer. Working with a variety of students from completely different backgrounds, I find to be very rewarding and enjoyable. Every day something new can happen which keeps you on your toes! I love working here because you feel like you make a real difference to our students' lives in both their academic and personal development."

Miss M Bird, *PE Teacher and Year 11 Standards Leader*

"I joined Fullhurst in 2014 as a Curriculum Leader in the Mathematics & ICT Faculty. I have been supported effectively throughout my time at the college which has allowed me to professionally develop quickly as an individual and enabled me to make a bigger impact on the outcomes of our students. It is clear that Fullhurst is relentlessly driven by a clear moral purpose of improving the life chances of all of our students. This is done not only through the curriculum we deliver but the huge variety of extra-curricular opportunities on offer.

I am proud to be a part of the positive impact that Fullhurst Community College has on students, staff and the community".

Mr S Willcock, *Senior Deputy Headteacher*



"I started working at Fullhurst Community College as the Standards and Progress Leader for Maths and ICT in September 2016. I was then promoted to be Curriculum of Maths. Having worked previously as a second in department at a different school in the city, I was ready to influence students' lives on a wider scale and this seemed the best opportunity to do so. When I stepped into Fullhurst Community College, I knew that this was where I wanted to work. The college's goals fall in line with my personal goal as a facilitator of learning, which is that 'every child irrespective of their background has the right to achieve and do well to the best of their capability'. The belief that teachers have in their students is the driving force behind our success. Students know that you genuinely want them to do well, and this dedication from both parties brings about the brilliant results the college continues to achieve. Staff development is also at the forefront of the leadership team and at Fullhurst I have been given opportunities to embark on courses to improve my leadership skills.

Students at Fullhurst genuinely want to do well and the college provides them with the environment to do so. It is amazing to be part of the success story of a college which improves the lives of students in their community, giving them a chance to stand tall as equals with students from all over the country."

Mrs V Adeniyi, *Curriculum Leader for Maths*



FULLHURST COMMUNITY COLLEGE

Recruitment Advertisement



Post title: Associate Assistant Headteacher for Science, Design and Technology and Food

Salary: Range L13 – L15 (£63,429 - £66,627 per annum)

Contract type: Full time and permanent

Responsible to: Executive Headteacher

We are excited to advertise a new role in our leadership team due to a restructure. From the start of next academic year, you can step into a transformative role as the Associate Assistant Headteacher at Fullhurst Community College for Science, Design and Technology and Food, where you will play a pivotal part in the leadership of the school.

As the Associate Assistant Headteacher, you will craft a vision for both your curriculum areas and the wider school, effectively communicating this vision to all stakeholders, including staff, students, governors, and external partners. Your leadership will extend beyond any single department, as you will also oversee designated areas of whole school responsibility.

Your expertise and insight will be instrumental in driving strategic initiatives that impact on all students. From curriculum development to teaching and learning practices, you will lead by example, ensuring that our school remains at the forefront of educational excellence.

In addition to your strategic responsibilities, you will actively engage in school-wide quality assurance efforts, ensuring that rigorous standards are upheld across all areas. Your commitment to our students will be paramount, as you work diligently to create a nurturing and inclusive environment for them.

As a key member of our leadership team, you will participate in strategic and operational meetings, contributing valuable insights and guidance to inform decision-making processes, fostering a culture of collaboration, innovation, and continuous improvement.

This is a rare opportunity to make an impact, in a new role at Fullhurst Community College. If you are a leader with a passion for excellence and a drive to inspire positive change for students, we would welcome your application.

We encourage you to speak to us and come and visit the school.

Fullhurst Community College is an over-subscribed and multi-award-winning secondary school for 11-16-year-olds based across two impressive campuses in Braunstone, Leicestershire. Our school is dedicated to our local community, and we passionately believe in transforming the lives of young people from one of the most deprived communities in the UK by ensuring that every student has the very best life chances made available to them.

Further details about the role, including the application form are available from our website www.fullhurst.leicester.sch.uk or by emailing recruitment@fullhurst.leicester.sch.uk

A cover letter detailing why you are a suitable candidate for the position should accompany your completed application.

Completed applications should be returned to the Executive Headteacher, Fullhurst Community College, Imperial Avenue, Leicester, LE3 1AH or via email at recruitment@fullhurst.leicester.sch.uk

CLOSING DATE: Monday, 29th April 2024 at 9.00am

Safeguarding Statement:

We are committed to keeping children and young people safe from harm and abuse and to promoting their welfare, and we expect that everyone who comes to work for us will share the same commitment. Fulfilling this responsibility includes making sure that our recruitment process includes a range of measures to identify those who may be unsuitable to work with children and young people. In addition, all roles within the school/college are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and are subject to an enhanced Disclosure and Barring Service (DBS) check. These posts may also be subject to further DBS re-checks at appropriate intervals. Further information about what the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 means for applicants is provided on the Application Form. Please note that having a criminal record is not an automatic bar from working with us: whether or not your criminal record has a bearing on the post you have applied for will be carefully considered as part of the recruitment process. This may involve a discussion with yourself about the circumstances and background to your offences.



FULLHURST COMMUNITY COLLEGE

Job Description



Post title: Associate Assistant Headteacher

Salary: Range L13 – L15 (£63,429 - £66,627 per annum)

Contract type: Full time and permanent

Responsible to: Executive Headteacher

Framework

To work within the framework of the teachers' pay and conditions (as per Assistant Headteachers), current legislation and the policies of the college.

Core purpose of the post

To share in the leadership of the college by working in partnership with the Executive Headteacher, and other leaders to provide an excellent education for all students through the aspects of college life for which you are accountable.

To work effectively with all stakeholders to ensure that all students are supported in order to maximise their progress. There will be a specific focus on:

- Specified Curriculum area
- Whole school leadership responsibility

Key accountabilities

- To create a clear vision for the department effectively communicating this to all staff, students, governors and stakeholders.
- To effectively line manage phase leaders within the curriculum area.
- Lead the development and implementation of the curriculum within all subjects in the department.
- Lead high quality Teaching and Learning within all subjects in the department.
- Lead the assessment strategy within all subjects in the department.
- Lead effective quality assurance within all subjects in the department.
- Lead effective and accurate analysis of data, including reporting at all levels.
- To plan and implement informed interventions to ensure progress of groups or individual students.
- To provide effective and timely communications with parents/carers and other external stakeholders.
- To lead on effective deployment of staff within all subjects in the department.
- To lead on effective wellbeing strategies with staff in the department.
- To revise and update school policies, procedures and Health and Safety guidance relevant to your department.
- To be proactive in researching and resourcing relevant qualifications for students within all subjects in the department.
- To lead the effective marketing of good practice and student achievement across all subjects in the department.
- Lead the development of links with other schools including feeder primary schools, other providers and the community.

- To effectively identify and manage resourcing requirements for all subjects in the department.
- To lead and develop an inclusive extra-curricular offer.
- To lead on contributions to cross-curricular work including PSHE, Citizenship, Careers and the whole school tutor programme.

Leadership and management responsibilities

The leadership team aims to offer effective leadership and efficient management and have agreed to:

- To effectively lead on a designated area of whole school responsibility.
- To have an expert knowledge and understanding of the specified whole school responsibility and subjects and curriculum within the department.
- To keep up to date with national guidance and developments and implement changes as required.
- To take responsibility for own professional development and to ensure the sharing of best practice with all relevant staff.
- To perform duties effectively to challenge standards and ensure the health and safety of all students at all times.
- To attend strategic and operational meetings as required.
- To attend parents evenings and college events as directed.
- To support centralised detentions as directed.
- To support in examinations and assessments across the school as directed.
- To be a visible presence during all unstructured times including all lesson changeovers.
- To deliver extra-curricular and additional opportunities outside of the students timetabled school day.
- To provide on call support across the whole school as required.
- To be flexible within your role and prioritise tasks to meet the demands of the school.
- To lead, support and challenge behaviour across the school.
- To lead, support and challenge attendance across the school.
- To contribute to school evaluation and development planning.
- To uphold all college policies and procedures.
- To promote the inclusive ethos of the school.

Duties as a classroom teacher

Associate Assistant Headteachers will be expected to teach across the age and ability range in accordance with the job description for a classroom teacher, including:

- teaching in an agreed curriculum area.
- planning structured lessons that meet the needs of individual students and sharing plans and teaching resources with colleagues.
- maintaining records, marking and assessment of students' work according to college and departmental policies, external examination and national curriculum requirements.
- reporting on students as required by the college policy and national curriculum requirements.
- using college procedures to maintain your teaching area/s to a standard that motivates students and meets health and safety requirements.
- following safe working practices in all your teaching and duty situations.
- supporting the tutorial system as required.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Executive Headteacher/ Director of Resources to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder will be expected to carry out tasks / duties as directed by the Executive Headteacher that are commensurate with the responsibilities of a member of the college Senior Leadership Team.

Signed: _____

Date: _____

FULLHURST COMMUNITY COLLEGE

Person Specification



Post title: Associate Assistant Headteacher

Salary: Range L13 – L15 (£63,429 - £66,627 per annum)

Contract type: Full time and permanent

Responsible to: Executive Headteacher

Qualifications, education and training	Essential (E) / Desirable (D)
Qualified teacher status.	E
Evidence of recent and relevant professional development or training.	D
Additional qualification e.g. National Professional Qualification for Headship (NPQH), National Professional Qualification for Senior Leadership (NPQSL), Masters etc.	D
Experience	
A sustained successful track record of leadership.	E
Teaching experience in more than one school.	D
Proven experience of raising standards across a team of staff.	E
Experience of staff management and effective team leadership.	E
Experience of successfully leading whole school developments.	E
Experience of working in partnership with wider stake holders and external agencies.	E
Professional knowledge and understanding	
Knowledge of comparative data for target setting and analysis of performance.	E
Knowledge of current curriculum developments at both Key Stages 3 and 4.	E
Knowledge of broader educational issues e.g. Special Educational Needs and Disabilities (SEND), Careers Education, Information, Advice and Guidance (CEIAG), Pupil Premium etc.	E
Understanding of the process of strategic planning.	E
Understanding of financial management and planning.	D
Awareness of good self-evaluation processes (including basic HR procedures).	E
Good knowledge of safer recruitment and child protection issues.	E
Skills / abilities	
Excellent classroom practitioner.	E
Effective communicator.	E
Good ICT skills.	E
Excellent team player with the ability to lead, motivate and inspire others.	E
An ability to successfully think creatively, solve problems and offer solutions.	E
An ability to successfully set, monitor and evaluate targets and action plans.	E
An ability to meet deadlines, work under pressure and establish priorities.	E
An ability to successfully make decisions based on rigorous self-evaluation.	E

Personal qualities and attributes	
Good attendance and punctuality record.	E
Demonstrate enthusiasm and energy for the leadership process.	E
Commitment to supporting the full life of the college.	E
Professional appearance and manner that reflects well on the college.	E
Approachable, trustworthy and reliable.	E
Ambitious, hard-working and diligent.	E
Friendly, supportive, challenging and caring.	E
Demonstrate confidence, positivity and authenticity.	E
To be adaptable, flexible and responsive to change.	E
Equal opportunities	
Must be able to recognise discrimination in its many forms and willing to put the college's equality and diversity policy into practice.	E
Commitment to equal opportunities and equal value for all students.	E
Other conditions	
Able and willing to attend/achieve further training/qualifications where appropriate.	E
Must satisfy relevant pre-employment checks. An Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.	E