

March 2010

Dear Applicant

**Vacancy for Assistant Headteacher
L11 – L15**

Thank you for expressing an interest in this key post at Wellington School.

The post is vacant due to the promotion of one of the Assistant Headteachers.

The Senior Leadership Team comprises myself, three Deputy Headteachers and four Assistant Headteachers.

The purpose of this letter is to provide you with information about the post and the type of candidate we are looking to appoint. The following documents are enclosed with this letter:

- General information about the School
- OfSTED Report 2006
- Summary of GCSE and 'A' Level Results 2009
- Person Specification
- Senior Management Responsibilities
- Application Form
- Job Description

Short-listing will take place following the closing date which is Noon on Friday 19th March 2010. Candidates will be invited to a two day selection process during which time there will be ample opportunity to see the school and meet the staff.

Responsibilities of the Post

A Job Description cannot really sum up a job and this is particularly true of a post as complex and demanding as Assistant Headteacher. The successful candidate will join a committed Leadership Team which is wholly dedicated to the success of the School.

Whilst each leader has specific responsibilities, the team ethic is strong with all members overseeing the well-being of pupils, staff and the fabric of Wellington School. Time commitment for the job is - 'as long as it takes'.

It is of key importance that we appoint the right person for this post. The personal qualities, skills and knowledge of the successful candidate and the ability to fit into the team, matter much more than the specific responsibilities you take on.

You are encouraged to describe your particular areas of interest and proven strengths, in your letter of application.

The Governors are looking to appoint a hard-working and committed teacher with an outstanding record of achievement in the classroom, and excellent interpersonal and organisational skills, who wishes to make a substantial contribution to the further development of Wellington School. Specifically we are looking for an excellent teacher with a track record in innovation and supporting other staff and who will continue to raise standards of teaching and learning in this very successful school.

All members of the Leadership Team share a wide range of whole-school responsibilities and adopt a high profile around the school participating fully in the maintenance of good discipline and the implementation of whole-school policies. You must have the ability to command respect and win the confidence of all staff and students very quickly. You will be relied upon to take initiative, to carry out your delegated duties and beyond. On a day-to-day basis I would expect you to drive forward your areas of responsibility, deal autonomously with issues, but to keep me fully informed and to look critically at all aspects of school life in order to implement improvement. You will play an active part in decision making, but you must be able to take advice and accept and support majority decision even if you have a preferred alternative. It is essential that you have experience of the leadership of a team and that you have had experience of whole-school responsibilities.

The Governors and I will be looking to appoint a person with energy, enthusiasm and a sense of humour who is willing to commit to this post for a minimum of four years before looking to move on to Deputy Headship and ultimately Headship.

The successful candidate will have the following qualities:

- A strong presence who subscribes to a disciplined environment
- High standards personally and that expectation in others
- Attention to detail
- The ability to lead and manage
- A strong sense of loyalty
- Have the relevant qualifications including an honours degree
- The desire to implement the school motto – 'Excellence in Everything'
- An excellent classroom practitioner
- A sense of humour
- ICT literate
- The ability to work under pressure and to meet deadlines
- To celebrate the success of others
- To have no understanding of complacency

The School underwent an extremely successful OfSTED Inspection in September 2006, when it was deemed 'Outstanding' for the second time. We are looking to appoint a candidate who is firmly committed to ensuring that the School builds and improves upon this success.

If you recognize yourself above and have the wish to play a key leadership role in a very successful, fast developing school, then please submit your application by Noon on Friday 19th March 2010.

You should include a detailed CV and a supporting letter of application which should be no more than two sides of A4 paper. You should include your preferred teaching subject and age group taught.

You should include in your letter:

- How your experience has prepared you for this post
- Describe one or more school improvement initiatives which you have led, explaining how your contribution led to success
- What aspects of school leadership interest you most

Please address your application to me and mark the envelope 'Confidential'.

I look forward to receiving your application and to meeting the candidates.

Yours sincerely,

Julie Armstrong
Headteacher