



Application Pack

Assistant Head of School

UNITY SCHOOLS TRUST

Excellence through collaboration



Welcome from the CEO



Our vision is to be a community where, by working in partnership together, we are able to deliver the best possible opportunities and outcomes for all of our students. Our motto- Excellence through collaboration– encapsulates our belief that cooperation and teamwork enable us all to grow and develop into the best version of ourselves.

Excellence is realised in many ways, not least through the achievements of the students in our schools. However, it is also seen through the relentless focus of our staff on delivering the highest standards of teaching, learning and student support which enable those successes to be accomplished. As a learning community we believe that every day presents a new opportunity to gain



fresh insight and understanding and to implement newly acquired knowledge and experience for the benefit of all.

Our curriculum model has been designed to encourage the development of confident, independent, learners with the skills and comprehension necessary to succeed in an increasingly competitive world. In conjunction with the extensive enrichment

opportunities provided by the schools within the Trust our students are able to grow in maturity and understanding.

We are an outward facing Trust with strong links in our communities where we engage in partnership work with many of our feeder primary schools. We have a particular specialism in the promotion of science and scientific discovery and regularly support the production and delivery of the primary curriculum in this area.

I hope that you will find the information in this document helpful and informative but please do get in touch for further information. I look forward to the opportunity to speak with you directly about working with us.

Michael del R o
Chief Executive Officer

About Unity Schools Trust



Unity Schools Trust is a Multi-Academy Trust formed in September 2015 by the partnership of The Magna Carta School and Bishop David Brown School. The Trust is currently responsible for the education of over 1800 children supported by more than 230 staff. Our schools are located in Staines-upon-Thames and Woking.

Ethos and Values

The stated objective of Unity Schools Trust is to achieve Excellence through collaboration. The Greek philosopher, Aristotle, believed that excellence came in both intellectual and moral forms. The Trust aims to instil a love of learning by the full engagement of all of its community- students and staff- in the process of acquiring and applying knowledge. Furthermore, the Trust seeks to promote the development of positive ‘habits’ through a wide range of character-building opportunities. When combined, we believe that these two elements support the development of the whole person enabling us to be the best version of ourselves. Our vision is *to be an outstanding learning community where together we learn to know, to do, to be and to live together.*

Our Objective

The Academy Trust’s primary objective, as stated in its articles of association, is ‘to advance for the public benefit education in the United Kingdom’. Unity Schools Trust is listed as a charitable company limited by guarantee at Companies House.

Partnerships

A significant part of the Trust’s work is in the forging and development of partnerships with neighbouring schools. This includes primary liaison work and support for the provision of specialist subjects. The Trust’s work in fulfilment of its objective through collaboration involves sharing people, sharing resources, sharing ideas and sharing progress.

Services

The Trust provides core support in a number of areas to all of its constituent academies including school improvement activities, finance, ICT and operations.

Why work for UST?



Employee Benefits

- ▶ Learning and Development opportunities
- ▶ Free use of school gym at specified times
- ▶ Reduced gym membership at Eastwood Sports Centre
- ▶ Access to Employee Assistance Programme (EAP)
- ▶ Free on-site staff parking
- ▶ Free tea and coffee available in the staff room
- ▶ Scheduled Wellbeing weeks
- ▶ Allowance for running after-school enrichment activities
- ▶ Enrolment into the Teachers' Pension Scheme or Local Government Pension Scheme (Support staff)



The Magna Carta School

Learning Shapes Lives



The Magna Carta School is an 11-16 academy based in Staines-Up-on-Thames, with approximately 1100 students on role. The school is a founder member of Unity Schools Trust and the 1215 Learning Partnership, determined to enhance lives for young people across this area of Surrey.

The school has a long and proud tradition of educating students from our local community. To facilitate high aspirations, progress and achievement, we have high expectations of behaviour, rooted in respect for one another. We are particularly proud of our students; they are aspirational and enthusiastic about their learning and as a result make good progress and achieve impressive GCSE results. They consistently and successfully progress on to further education and apprenticeships.

Our Academy Council provides a strong voice for students to present their ideas and concerns and to develop the skills necessary to become advocates for positive change. We believe listening to, and reflecting upon, the experience of our whole school community is an important part of our continuous development journey.

We strive to provide a welcoming, challenging, secure and inclusive learning environment where all students and staff feel that they belong. We are committed to realising our vision that *Learning Shapes Lives* by creating a culture in which everyone aspires to achieve in a reflective educational environment and a school community where together we learn to know, to do, to be and to live together.

If you think you can make a positive and confident contribution to our team, we would be delighted to hear from you.



“Pupils are engaged in their lessons. Teachers have strong subject and pedagogical knowledge.”

The Magna Carta School, Ofsted June 2022

Job Advert



Assistant Head of School

Job Type: Full-time, Permanent

State date: April 2024

Salary: £61,789 – £69,705 (L11 – L16, Fringe)

A Relocation allowance of up to £10, 000 is available to suitably qualified candidates.

Closing date: 11th December 2023 at 12 noon

Interviews will take place: w/c 11th December 2023

At the Magna Carta School, we are guided by our vision that *Learning Shapes Lives* and are relentless in our work to ensure that our students achieve the highest possible outcomes.

We are looking for a talented, successful, and committed leader to join our senior leadership team. Due to the strengths of our existing leadership team, there is flexibility in the areas of responsibility that the successful candidate will assume.

As the successful applicant you will:

- be an excellent classroom practitioner with a proven track record of success at Key Stage 3 and 4
- have a commitment to ensuring the best possible outcomes for all students
- be able to demonstrate a record of raising student attainment
- have an ability to use data and data systems effectively to improve student outcomes.

We are deeply committed to professional development, collaboration and career planning so that our staff are supported in making the best possible progress both within their current roles and in their future career development.

Please see our benefits page for more information on our employee benefits.

To arrange a visit or request a conversation about this post, please email recruitment@unityschoolstrust.co.uk or telephone 0193 290 1351.

Job Description



Job Title: Assistant Head of School

Accountable To: CEO & Board of Trustees

Responsible To: Deputy Head of School

Accountable For:

Understanding, operating and developing the ethos of the school so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the school's activities and that this in turn ensures that everybody takes pride in all aspects of the school's work.

The specific responsibilities of the post holder will be agreed each year in consultation with the Head of School and in line with the school's strategic objectives. The Assistant Head of School is expected to be familiar with the Teacher Standards and the National Professional Standards for Headteachers. These will form part of the Performance Management process and used to support continuing professional development.

The Assistant Head of School will also have a timetabled teaching commitment of up to 50%, modelling best practice for others.

RESPONSIBILITIES:

Leadership

- I. Working in partnership with other senior leaders across Unity Schools Trust (UST) to develop and realise the Trust's vision of *excellence through collaboration*.
- II. To support the successful delivery of the school's curriculum, ensuring that it meets the needs and aspirations of all students.
- III. To lead on specific initiatives that raise students' aspirations and attainment.
- IV. To contribute to ensuring the highest standards of behavior and attendance.
- V. To lead on developing a comprehensive enrichment offer for all students.

- VI. In partnership with UST, the Head of School and the wider Senior Leadership Team, to develop the school's vision, establishing and maintaining a culture and ethos that promotes effective collaboration, excellence, equality and high expectations for all staff and students.
- VII. In partnership with the Head of School, to lead the school community to achieve or exceed the school's Key Performance Indicators (KPIs) and targets for student outcomes.
- VIII. Leading specific initiatives and coordinating development programmes to ensure both UST and the school promotes and achieves the highest standards of learning and teaching.
- IX. Embedding ambition and driving improvement, specifically within line managed faculties/ teams and across all areas of responsibility.
- X. Being accountable for the progress which line managed faculties/ teams make towards meeting the school's development targets.
- XI. Drafting policies and procedures, ensuring they take account of statutory requirements and/ or national and local priorities and promote collective responsibility for their implementation.
- XII. To inspire by example, setting high standards of leadership in support of outstanding student progress.
- XIII. Participate in the day to day management of the school by being a visible and effective presence.

Learning

- i. Monitoring and evaluating the quality of learning and teaching across the school.
- ii. Promoting strategies for raising the achievement of all learners and managing strategic intervention programmes.
- iii. Making effective use of assessment for learning and benchmark data to monitor and promote students' progress, identify and challenge in-faculty variation and under-performance.
- iv. Lead by example and consistently model good practice in building students' resilience and learning power.
- v. Encourage an ethos that promotes and enables close co-operation between colleagues and teams across UST and the school.

- vi. Contribute to planning a diverse and flexible curriculum and effective assessment framework in keeping with the Trust's inclusive ethos.
- vii. Supporting and co-planning learning experiences for students which are linked into the wider community and taking account of students' academic, spiritual, moral, social, emotional and cultural well-being.
- viii. Implementing strategies to ensure high standards of behaviour and attendance.
- ix. Reporting national and local educational strategies and developments to all staff and Governors/ Trustees as appropriate.

Growth and Development

- i. To ensure that all staff are kept informed of the school's strategic objectives, core priorities, development and progress through effective communication
- ii. Implementing effective procedures, in line with statutory requirements and obligations, to safeguard students and staff at all times.
- iii. Contribute to the recruitment, induction and professional development of staff.
- iv. Implementing clear and consistent Performance Management processes across the school.
- v. With your Line Manager, take responsibility for personal professional development, keeping up-to-date with developments related to your areas of responsibility.
- vi. Managing own workload, and that of others, to ensure an appropriate work/ life balance.

Community

- i. Liaising with other staff in external agencies to protect children to ensure their development, health and well-being.
- ii. Sharing the Trust and school's vision and ethos through assemblies, Parents' Evenings, achievement awards and other appropriate means.
- iii. Planning and delivering specific whole-school or inter-school training sessions related to the priorities of the post.
- iv. Ensuring timely and professional communication with parents and other stakeholders in all correspondence.

Environment

- i. Ensure the range, quality and use of all available resources is monitored, evaluated and reviewed in the line managed faculties/ teams to improve the quality of education for all students and ensure value for money.
- ii. Contributing to the development of the school site to ensure it meets current and future needs within a sustainable framework.

Other Requirements

- i. To carry out any other duties as may reasonably be required by the Head of School/ CEO.
- ii. To be aware of and adhere to all Trust and school policies and procedures.
- iii. To maintain confidentiality at all times.
- iv. To promote and safeguard the welfare of children and young people at the school.
- v. To participate in supervisory duties as scheduled and commensurate with the responsibilities of the post.
- vi. The responsibilities defined in this job description are undertaken within the context of your responsibilities as a Teacher as defined in the School Teachers Pay and Conditions Document.

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 Head of School will carry out. The post holder may be required to do other duties appropriate to the level of the role.

Application Process



	<i>Essential</i>	<i>A/I*</i>	<i>Desirable</i>	<i>A/I</i>
Qualifications	<ul style="list-style-type: none"> An honours degree Qualified Teacher Status Recent, relevant professional leadership development 	<p>A</p> <p>A</p> <p>A</p>	<ul style="list-style-type: none"> A good honours degree NPQ qualification Recruitment training Evidence of post-graduate study/ research 	<p>A</p> <p>A</p> <p>A</p> <p>A</p>
Strategic Leadership	<ul style="list-style-type: none"> Demonstrable experience of successful line management and staff development Involvement in school self-evaluation and development planning The ability to motivate, enthuse, engage and influence all stakeholders in the school community to deliver the vision and collectively raise standards Knowledge and understanding of recent government initiatives in relation to education, curriculum and potential impact on the school Able to understand, interpret and articulate complex data trends to others in order to improve learning outcomes The ability to play a significant role in the development and implementation of a shared strategic vision for the Trust and the school 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<ul style="list-style-type: none"> Understanding of the benefits of working in a Multi-Academy Trust Understanding of the issues relating to Academy status Experience of working with external agencies to support teaching and learning 	<p>A/I</p> <p>A/I</p> <p>A/I</p>
Educational Excellence	<ul style="list-style-type: none"> An outstanding classroom practitioner Proven track record of successfully and systematically improving learning outcomes for students. Recent experience of successfully leading a whole school initiative and evaluating the impact on student outcomes Understanding of how to raise standards in teaching and learning Understanding of successful strategies for closing achievement gaps for different groups of students 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<ul style="list-style-type: none"> Experience of developing literacy Experience of developing SMSC/student character/student wellbeing Experience of developing student voice and rewards initiatives Experience of curriculum development 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
	<i>Essential</i>	<i>A/I/R</i>	<i>Desirable</i>	<i>A/I/R</i>
Operational Management	<ul style="list-style-type: none"> Ability to work under pressure and prioritise effectively Ability to build effective working relationships Ability to delegate efficiently Evidence of successful management of monitoring and evaluation strategies relating to: quality of teaching and learning, pupil outcomes, quality of provision and efficiency Evidence of participation in an evidence based performance management system resulting in rigorous accountability Ability to provide a significant input on the OFSTED School Inspection Framework Track record of developing, empowering and supporting individuals and teams Experience of SIMS reporting and pastoral modules 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<ul style="list-style-type: none"> Experience of participation in the process of curriculum planning 	<p>A/I</p>

***A = Application; I = Interview**

To apply please complete our application form that can be found by visiting the vacancies section of our website <https://unityschoolstrust.co.uk/current-vacancies/>. For further Information or to arrange a school visit please contact:

The Magna Carta School, Thorpe Road, Staines, TW18 3HJ

Email: recruitment@unityschoolstrust.co.uk

Website: www.magnacarta.surrey.sch.uk

Telephone: 01784 454 320

The Magna Carta School reserves the right to interview suitably qualified candidates ahead of the application deadline where appropriate.

Please note that a CV will not be accepted in place of our application form as they do not meet our assessment criteria and commitment to equal opportunities.

Applicants with disabilities

Applicants with a disability may request and return the application on tape, large print or as a word document. If you have a disability (as defined by the Equality Act 2010, as amended from time to time) you will be invited for interview if you meet the essential criteria for the position. If you are invited for interview we will try to meet any special requirements that you may have, but it is essential that you let us know as soon as possible to enable us to make the necessary arrangements to accommodate your needs.

Disclosure & Barring Service Check (DBS)

An Enhanced DBS Clearance is required for all positions. Candidates are advised that a criminal record will not necessarily be a bar to obtaining a position in the school and each case will be considered on its merits. It is illegal for anyone barred from working with children or young people by the DBS, to work or apply to work with children or young people. Further information is available on the UST website (vacancies) regarding disclosing criminal record information on your application form.

Recruitment monitoring

Monitoring of equality information in the recruitment and selection process is vital to our policy development and ensuring equal opportunity in our processes and throughout our workforce. All applicants are required to complete the recruitment monitoring page.

The Unity Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check and other pre-employment check. Candidates selected for short-listing should be aware that online searches may be done as part of the UST due diligence checks.





Chief Executive Officer: Mr M del Rio MTH, BScEcon (Jt Hons), PGCE, NPQH
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Unity Schools Trust is a charitable company limited by guarantee and registered in England and Wales with company no. 07692130
The registered office is at Unity Schools Trust, Thorpe Road, Staines-upon-Thames, Surrey TW18 3HJ