



**Job Application Pack**  
**Assistant Head**  
**Personal Development, Behaviour and Culture**

Permanent, Full Time, All Year Round  
Leadership Range L4-7 £50,806 - £54,815  
January 2025 start

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, Bluecoat Bentinck Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

## Our Schools

### Bluecoat Aspley Academy

Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds.



**Bluecoat Aspley**  
believe in yourself, in others, in God

### Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.



**Bluecoat Wollaton**  
believe in yourself, in others, in God

### Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale**  
Academy  
Believe, Belong, Achieve

### Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.



**Bluecoat Primary**  
believe in yourself, in others, in God

### The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



### Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



**Bluecoat SCITT Alliance**  
Nottingham

### Bluecoat Trent Academy

The Bluecoat Trent Academy opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.



## Bluecoat Bentinck Primary Academy

Bluecoat Bentick Primary Academy officially joined of Archway Learning Trust in September 2023, becoming our second primary academy. The school has a proud and rich history of serving the children and community of Nottingham since 1880; we are delighted to be part of its next chapter! Bluecoat Bentinck is a popular, diverse and multi-cultural Academy in the heart of Nottingham City. The Academy's vision of 'Together We Make a Difference' underpins our commitment to work together to achieve our common purpose of transforming lives of the children we serve. Staff at Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in their education. Bentinck is a happy, calm and welcoming place to be where children are kind, respectful and are proud to represent Bluecoat Bentinck.



Bluecoat Bentinck Primary Academy

## Lees Brook Academy

Lees Brook Academy based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook Academy

## Alvaston Moor Academy

Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



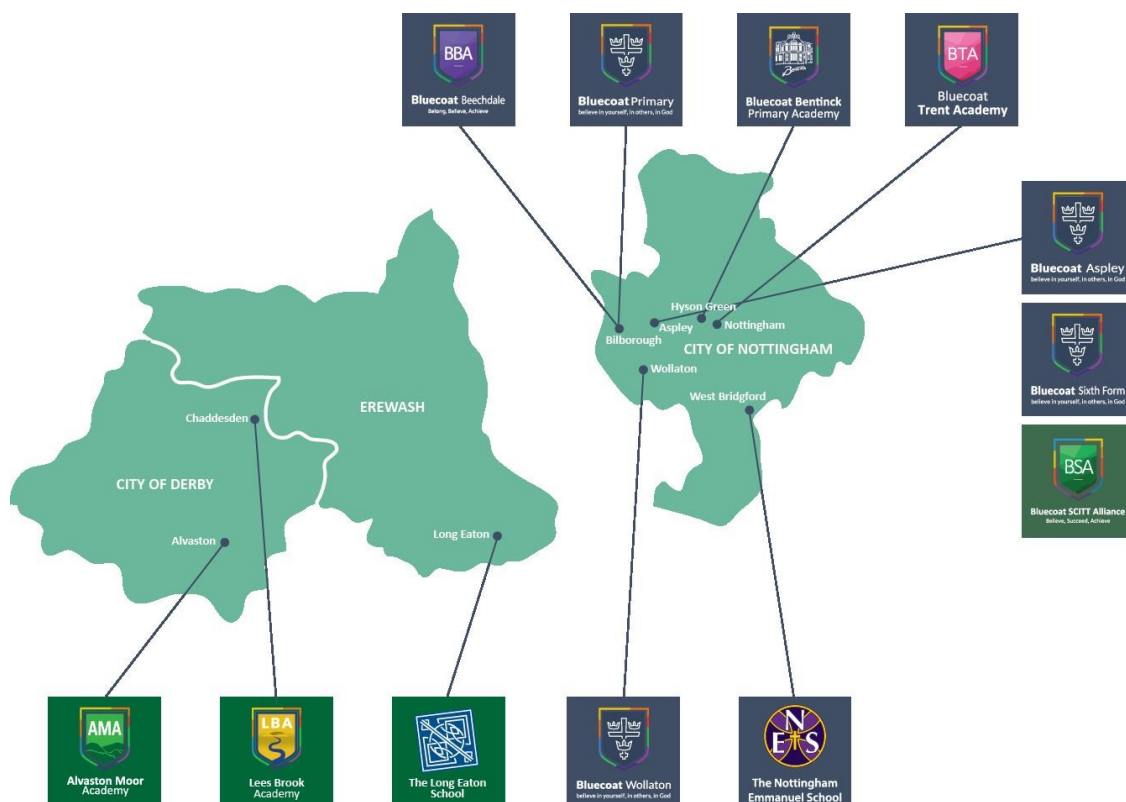
Alvaston Moor Academy

## The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



## School Locations



## Welcome from the Head Teacher and Executive Head Teacher

Bluecoat Primary Academy offers a caring, nurturing and secure environment that enables everyone to be the best that they can be. We share a life-long love of learning and recognise that students and staff alike are on a journey; acquiring deep knowledge, skills and understanding along the way. We pride ourselves on learning from each other and our use of well-grounded evidence in decision making.

Bluecoat truly values everyone and everyone has a voice. We love the fact that our school is made up of families from different social, cultural and religious backgrounds and ensure that we always have high aspirations of everyone. Our staff team is passionate about the success of each and every individual and we make sure that we prepare all children to make exceptional contributions to our global society. At Bluecoat we value positive behaviour, attitudes and manners and role model these desired behaviours in all that we do. We strive to deliver the highest standard of teaching and learning in all areas and ensure that all children develop academically, spiritually, morally, culturally and emotionally.

Underpinning all that we do is our faith. Belief is important to us: we believe in ourselves, in each other and in God and we strive for life in all its fullness. Joining Bluecoat Primary Academy means joining a family where you can be nurtured and challenged to be the best that you can be.



**Sue-Ellen Shaw**  
**Executive Headteacher of Primary**



**Ben Jackson**  
**Head of School**

## The Vacancy

As the Assistant Principal, you will work within the Senior Leadership team to lead and support a small team of Behaviour Learning Mentors in order to meet the pastoral needs of pupils so that they are able to develop to their full potential. You will work with pupils, staff and parents with understanding and compassion, recognising and addressing barriers to learning.

We are looking for an exceptional, compassionate and supportive leader to be an Assistant Head Teacher responsible for Personal Development, Behaviour and Attitudes at Bluecoat Primary Academy. You will be enthusiastic, conscientious and self-motivated to join the Senior Leadership Team and in turn bring strategic clarity to the area within which you work. The successful candidate will join a passionate, experienced and highly skilled leadership team who have a good record of accomplishment for bringing about high standards of education to pupils from diverse backgrounds with a broad range of needs.

You will have excellent leadership qualities and possess the energy and enthusiasm which is necessary to maintain and build on the existing good practice in the school as we continue our journey to outstanding, achieving the best possible outcomes for all our pupils.

This is an exciting opportunity for an ambitious and dynamic individual, who will help to shape the future of the Academy and work within the growing primary element of Archway Learning Trust. Applications are invited from strategic thinkers who wish to develop their career within a fast-moving environment and who have:

- A proven record of successful leadership at senior or middle level.
- A clear understanding and the capacity to develop and promote the vision for personal development, behaviour and culture.
- The interpersonal skills necessary to inspire and lead others.

In return, we can offer:

- A supporting, positive and forward thinking senior leadership team who pays good regard to personal wellbeing.
- A staff team who are committed to our vision and who work hard every day to bring this to life.
- Pupils and parents who value what our school offers and work with us to achieve the best outcomes.

This role comes with a 50% teaching commitment. As a leader and teacher in school, we are looking for a highly skilled practitioner who can offer a good role model to others colleagues.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience. The role will be based at the Trust's Bluecoat Primary Academy but the post holders may at any time be required to support or work at any of the sites within Archway Learning Trust.



## Applications

For more information about Bluecoat Primary Academy and the vacancy, please visit [www.bluecoatprimaryacademy.co.uk/vacancies](http://www.bluecoatprimaryacademy.co.uk/vacancies). To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

**Closing Date: 9am, Friday 11<sup>th</sup> October 2024**

**Interview Date: W/C, Wednesday 16<sup>th</sup> October 2024**

If you have any queries, wish to discuss the role informally or undertake a visit to the Primary Academy, please do not hesitate to contact us via email [recruitmentpri@archwaytrust.co.uk](mailto:recruitmentpri@archwaytrust.co.uk) or telephone 0115 9007200.

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.

## Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



## *Working Together, Transforming Lives*

### Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches



## Job Description

<b>POST TITLE:</b>	Assistant Head Teacher
<b>GRADE:</b>	Leadership Range L4-7
<b>MAIN PURPOSE:</b>	Teaching a class for 2.5 days - Promoting the highest standards of teaching, learning and pastoral provision in order to promote an outstanding standard of achievement, and to create a positive atmosphere conducive to learning.  Provide strategic leadership and direction for the Academy in the areas of Behaviour and Culture and Personal Development.
<b>RESPONSIBLE TO:</b>	Head of School
<b>RELATIONSHIPS WITH:</b>	Pupils Primary & Trust wide teaching colleagues Senior Leadership Team Support staff Parents Local community and educational providers Academy Advisory Board Trust Central Team

### Introduction

The Assistant Head Teacher for Personal Development, Behaviour and Culture will work with the Academy Head Teacher and other members of the Senior Leadership Team to provide the strategic direction of the Academy and overall Trust. The role will support the development of expertise and potential in all staff as well as students.

The Assistant Head has a duty to promote high quality in all aspects of the work of their team by maintaining high standards of achievement and ensuring that all students fulfil their potential through effective teaching, learning and high expectations.

At the Academy we expect the Senior Leadership Team to be fully committed to:

1. Comprehensive, community education within an urban, multi-cultural environment;
2. The inclusive values and framework of the Academy;
3. Working as a mutually supportive team, sharing responsibility, successes and challenges;
4. Exercising positive leadership and creating a shared vision of the purpose and future development of the Academy that reflects our ethos and aims;
5. Maintaining high personal and professional standards in all aspects of Academy life;
6. A consultative and participative approach to leadership and management;
7. Being forward looking and anticipating change;
8. Their own professional and leadership development.

### Teaching Responsibilities

- To deliver high standards of teaching which leads to strong pupil progress for all, from those who have additional needs, to those who need high levels of challenge.
- Attend meetings as required.
- Contribute to the creation of a climate that enables all staff to develop and maintain positive attitudes towards their teaching.
- Work collaboratively with leadership and other staff on identified academy priorities.

- To ensure that the school complies with all statutory requirements in terms of the curriculum, assessment and recording and reporting of pupils' attainment and progress.
- To implement appropriate strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils.
- To use data effectively to establish clear and challenging targets for pupil achievement and improvement, including SEN, Gifted and Talented, pupils with English as an additional language and other learning groups as appropriate and identified.
- To liaise with relevant members of staff including outside agencies,
- To implement policies and practices for assessing, recording and reporting pupils' attainment and progress.
- To develop appropriate networks with other outside agencies, including cluster groups, network learning communities, business, industry, community groups and ITT providers.

### Strategic Leadership Responsibilities

- Contribute to the creation of a climate that enables all staff to develop and maintain positive attitudes towards their teaching.
- Lead on pupils' personal development, behaviour and attitudes across the academy to ensure that the Academy adopts best practice in relation to pastoral care, equality and inclusion
- Have a general oversight of pupil behaviour, ensuring that good behaviour is promoted and rewarded, and that any issues are dealt with promptly and fairly, in accordance with policies and the Academy's ethos and values
- Oversee the implementation of the Academy standards and expectations on a day-to-day basis with recommendations for improvement
- Lead on the use of rewards and consequences, including management of restorative practice and reflections
- Monitor the use of rewards and consequences to ensure that they are being used consistently in line with policies and procedures
- Support the Head Teacher with matters which might involve a decision to suspend or exclude a pupil
- Promote CPL and instructional coaching as a central element of appraisal, Academy and personal improvement;
- Line manage and undertake appraisal for pastoral team and other relevant staff;
- Ensure effective communication and reporting to parents and other stakeholders.
- Deputise for the Head/Deputy Head Teacher as required;
- Develop positive working relationships with and between all staff and provide and sustain motivation;
- Contribute positively to the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.
- Promote and implement whole Academy policy and practice with regards to Behaviour and Personal Development;
- Contributing to whole Academy and wider community development;
- Undertaking professional duties and administrative tasks as reasonably delegated by the Head Teacher;
- Participating in whole Academy planning and policy making;
- Leading significant monitoring, review and evaluation roles;
- Leading significant Academy development and improvement projects;
- Attending and leading senior staff and other Academy committees and meetings within the Trust to share ideas and best practice for all schools;
- Attending and contributing to meetings of the AAB, for example through the preparation of papers and presentation of issues for consideration;
- Participating in and supporting staff duty rotas;
- Taking assemblies as needed;
- Organising and contributing to community events and activities;
- Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes;

## GENERAL NOTES

1. The aforementioned responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions Document and the Conditions of Service ("Burgundy Book") and are additional to the general duties and responsibilities of a Teacher;
2. These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
3. These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

## Staff Conduct

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

## Dress Code

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

## Person Specification – Assistant Head Teacher

	<u>Essential</u>	<u>Desirable</u>
<b><u>Qualifications</u></b>	<p>Relevant 'A' Levels (or equivalent);</p> <p>Qualified Teacher Status;</p> <p>Evidence of continuing professional development or further professional study;</p>	<p>Good honours degree (2:1 or better);</p> <p>Completion of Middle/Senior Leadership qualification CPD (eg NPQ for Behaviour and Culture).</p> <p>EVC training</p> <p>DSL training</p> <p>ELSA, Counselling or other relevant qualification</p>
<b><u>Experience</u></b>	<p>A proven track record for delivering high standards within the primary phase;</p> <p>Experience of working with vulnerable children and young people;</p> <p>Experience of raising achievement;</p> <p>Experience of working with students of a wide range of abilities and needs, including EAL;</p> <p>Experience of leading a staff team and whole school projects with demonstrable impact;</p> <p>Has been a successful middle leader;</p> <p>Monitoring, evaluating and reviewing classroom and assessment practice and promoting improvement strategies, challenging underperformance and ensuring corrective action;</p> <p>Supporting staff in setting high expectations and challenging targets.</p>	<p>Experience of providing additional support to children working below age-related expectations in order to ensure good pupil progress.</p> <p>Relevant 'life experience' e.g. time working in business or industry.</p> <p>Experience of working with/ leading teachers from other schools.</p> <p>Has experience at SLT level</p> <p>Currently working in a UK Primary school;</p> <p>Experience of working within a Multi Academy Trust and/or an all-through school (4 -19);</p>
<b><u>Knowledge and understanding</u></b>	<p>A deep understanding of pedagogy</p> <p>An understanding of current educational developments and a clear grasp of issues relating to education in general;</p> <p>A good understanding of what impacts on a child's behaviour and how to support a children who is struggling to manage their behaviour;</p> <p>Clear understanding of educational related legislation and statutory frameworks and developments;</p>	<p>Understanding of Microsoft Teams and Go 4 Schools</p> <p>Practical experience with PowerBi</p>

	<p>The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);</p> <p>Statutory National Curriculum requirements at the Primary phase;</p> <p>The monitoring, assessment, recording and reporting of pupils' progress;</p> <p>An understanding of leadership and management in schools;</p> <p>A sound understanding of school evaluation including the processes within Ofsted;</p> <p>The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection;</p>	
<p><b><u>Skills and Abilities</u></b></p>	<p>Ability to use innovative, active teaching methods;</p> <p>Ability to use ICT as a learning/admin tool;</p> <p>An ability to work in collaborative partnership with the full range of people associated with the Trust - staff, parents, governors, community, business, and LA;</p> <p>Effective communication skills, written and verbal;</p> <p>Ability to use data effectively to drive school improvement;</p> <p>An ability to work effectively in and support teams, bringing out the best in people;</p> <p>Ability to work with students with special needs or who are Academically More Able.</p> <p>Ability to develop resources across the curriculum.</p> <p>A positive approach when facing challenges; Ability to lead by example and provide a clear direction;</p> <p>Confident user of ICT;</p> <p>Ability to monitor and evaluate teaching and learning and implement strategies for improvement;</p>	

	<p>Ability to solve everyday problems by using initiative, flexibility and creativity;</p> <p>Good organisation and time management skills; Ability to work under pressure and remain calm and positive;</p> <p>Good/outstanding classroom practitioner;</p> <p>Ability to use innovative, active teaching methods;</p> <p>Well developed and effective communication skills, written and verbal;</p> <p>Ability to use data effectively to drive school improvement;</p> <p>Good interpersonal skills and an ability to work effectively in and support and manage teams;</p> <p>Ability to work effectively with students with a range of needs.</p>	
<p><b><u>Personal Characteristics</u></b></p>	<p>An empathy for students from a wide variety of social and cultural backgrounds;</p> <p>Ability to support and lead the important Christian values of the Trust;</p> <p>A willingness to work hard with enthusiasm and vision;</p> <p>An inspiring leader who can demonstrate impact beyond their classroom;</p> <p>Tact and sensitivity;</p> <p>Integrity and good judgement; Confidence, independence and flexibility;</p> <p>Able to motivate self and others;</p> <p>Calm under pressure with resilience and self-awareness ;</p> <p>Well-organised.</p>	