



Candidate Information

Assistant Head Teacher
Curriculum responsibilities, Behaviour and Wellbeing
St Bartholomew's CofE Academy

About the Multi Academy Trust (MAT)



The MAT

The Diocese of Coventry MAT Academies are:

- Transformational
- Aspirational
- Sustainable
- Motivational
- Purposeful

They are recognised for their distinctive and inclusive Christian ethos and for the impact this has on raising educational standards. An effective Church Academy will demonstrate its Christian distinctiveness by providing an aspirational and holistic education which enables all children and staff to develop and achieve to their full potential.

Our Vision

To build a better future for all within our Academies who in turn will positively impact their communities.

Our aspirational and measurable outcomes are:

- Every lesson to be good or better
- Every child expected to make progress at least, and for many, above national expectations
- Every Academy to be well led and governed
- All teachers motivated to self-improve and aspire to excellence
- All academies to be judged good or better at Section 48 inspections

About the Role

The trust is looking to appoint an inspirational and highly effective Assistant Head Teacher who is committed to supporting St Bartholomew's Academy, to educational excellence and further developing the distinctive Christian character of educational provision and the school community. This will include teaching in class with two days leadership time to support with key responsibilities as an Assistant Head.

St Bartholomew's is a friendly school and has dedicated staff who are there to welcome and support both children and parents of the school. We believe in the community that we serve and are always looking for ways that we can build partnerships and relationships, bringing the

community together. The Academy was judged Outstanding in their last Ofsted inspection in February 2015.

Applications

Thank you for your interest in this post. Candidates are welcome to visit the school. Please contact Teresa Shannon 02476 458960 to make arrangements

Please note the closing date for applications is Sunday 22nd May 2022 at midnight. Completed applications and supporting documents should be sent via email to clusterhr@covmat.org

Interviews will take place from 24th – 27th May 2022.

Our Diocese

The Diocesan Board of Education seeks to serve and equip the Church School family in a variety of ways. The Diocesan Director of Education, Canon Linda Wainscot, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:

- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- Facilitate creative and flexible networking between schools;
- Promote excellence and distinctiveness within the family of church schools/academies and beyond;
- Share best practice collectively;
- Provide professional development for staff at all stages of their careers and for governors;
- Support the development of flexible partnerships;
- Promote the establishment of new church schools;
- Support the process of Academy conversions;
- Work in partnership with schools and other agencies to effect school improvement;
- Represent church schools to the wider church, to diocesan groups, in the press and in the public and community debate
- Ensure equality of opportunity including managing Admission Appeals;
- Protect the status of church schools and promote the importance and the continuation of the voluntary sector

April Gold, DDE

'I believe that schools are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.

The Diocese is proud of its Church of England Schools which educate about 17,000 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working in the values of Jesus Christ every day. Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'

Bishop Christopher

Students have a clear understanding of how the outstanding distinctiveness and effectiveness of the school as a Church of England school impacts on their development. Students and staff greatly value the Christian ethos of the school and are committed to its development and flourishing. Students have a mature understanding of the value of daily collective worship and the Student Worship Teams further demonstrate this by their dynamic leadership of worship in other local schools. A creative variety of approaches are used including lively contemporary songs, humour, drama, colourful puppets and resourceful leaders who are spontaneous in responding to questions and answers from the younger children. Effective planning for collective worship ensures all members of the school community can respond in appropriate ways. Students are actively engaged in form worship. They are rightly proud that the school is 'truly a worshipping community' and they are good advocates themselves in ensuring that what this means is understood throughout Rugby and in the wider diocese. **SIAS 2011**

Our Academies



St Laurence's CofE Academy
Old Church Road
Coventry
CV6 7ED



St Bartholomew's CofE Academy
Bredon Avenue, Coventry
CV3 2LP



Queens CofE Academy
Bentley Road
Nuneaton
CV11 5LR



Stretton CofE Academy
Stretton Avenue
Coventry
CV3 3AE



St James CofE Academy
Barbridge Road
Bulkington, Bedworth
CV12 9PF



Harris CofE Academy
Harris Drive
Overslade Lane, Rugby
CV22 6EA



St Nicolas CofE Academy
Windemere Avenue
Nuneaton
CV11 6HJ



Studley St Mary's CofE Academy
New Road, Studley
B80 7ND



St John's CofE Academy
Winsford Avenue
Coventry
CV5 9HZ



Central MAT Office
The Diocese of Coventry Multi
Academy Trust
c/o St James CofE Academy
Barbridge Road
Bedworth, CV12 9PF



St Oswald's CofE Academy
Addison Road
Rugby
CV22 7DJ



St Michael's CofE Academy
Hazel Grove
Bedworth
CV12 9DA



Leamington Hastings CofE Academy, Birdingbury Road
Hill,
Leamington Hastings, Rugby
CV23 8EA



Leigh CofE Academy
Plants Hill Crescent
Tile Hill, Coventry
CV4 9RQ



Salford Priors CofE Academy
School Road
Salford Priors, Evesham
WR11 8XD



All Saints CofE Academy LW
Warwick Road
Leek Wootton, Warwick
CV35 7QR



Burton Green CofE Academy
Hob Lane
Burton Green, Coventry
CV8 1QB



Long Itchington CofE Academy
29 Wulfstan Drive
Long Itchington, Southam
CV47 9QB



Southam St James CofE Academy
Tollgate Road
Southam
CV47 1EE



All Saints Bedworth CofE Academy & Nursery
Off the Priors, Mitchell Road
Bedworth
CV12 9HP

Assistant Head Teacher

Job Description

CORE PURPOSE

The Assistant Head is accountable to the Headteacher as part of the Diocese of Coventry Multi Academy Trust and as part of the Leadership team for ensuring the educational success of the academy within the overall framework of the Multi Academy Trust strategic plan as well as the individual academy strategic plan. The role will include teaching and your primary responsibilities will be behaviour and wellbeing and curriculum responsibilities.

LEADERSHIP

Working strategically with the Headteacher you will develop and promote the school's vision in order to inspire and motivate pupils, staff, parents and all other members of the school community. You will play a key role in strategic school improvement.

This will include:

- Demonstrating the school's visions and values in everyday work and practice; ensuring our learning and Christian values underpin the work of the school at all times.
- Motivating and working with others to create a shared culture and positive climate which embeds and develops the existing school ethos.
- Using the relevant policies and best practice to ensure all staff have high expectations for the children leading excellent academic and social outcomes.
- Supporting the development of a school-wide focus on high standards of teaching focused on progress and achievement for all.
- Ensuring strategic planning takes account of diversity, values and experience of the school and community at large, whilst appropriately maintaining the distinctive Church of England foundation of the school.
- Supporting the Headteacher in providing clear direction for the development of the school.
- Planning and delivering profession development training to all staff to support them in developing their practice.
- Being creative and innovative to achieve excellence.
- Assuming responsibility for the management of the school in the absence of the Headteacher and assisting the Deputy Headteacher.
- Establishing good relationships with all staff and supporting them in developing their own practice.
- Planning, organizing and chairing meetings.
- Establishing links with local network and MAT schools to share best practice.
- Using data effectively to ensure all children excel.
- Monitoring learning, progress and pupil outcomes across the school.
- Setting high expectations for the school community with regard to behaviour and conduct; ensuring that these expectations are met and challenged where needed.
- Monitoring classroom practice and planning appropriate support for staff in order to improve teaching and learning

PRINCIPLE RESPONSIBILITIES

The post will be included in the MAT performance review scheme and salary progression will be linked to the outcomes of the scheme. This job description is not necessarily a comprehensive definition of the post, it will be revised at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

You will be expected to:

- take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
- maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.
- Dedicated leadership time for developing Curriculum responsibility areas, strategic management of behaviour and the wellbeing of pupils and staff.

DEVELOPING SELF AND WORKING WITH OTHERS

Effective relationships and communication are important in Assistant Headship as you work with and through others. Effective Assistant Heads manage themselves and their relationships with others well. Through performance management and effective continuing professional development, you will support others to be the best they can be in order to secure high standards of attainment and achievement. You will need to be committed to your continuing professional development and will be expected to seek out opportunities to do this. Developing yourself and others will include:

- Valuing people and treating them fairly, equitably and with dignity and respect to create and maintain a positive school culture in accordance with the Christian beliefs underpinning the school.
- Sustaining effective, positive relationships with all staff, pupils, parents, Governors and the local community
- Building a collaborative learning culture within school and actively engaging with other local network schools and MAT schools.
- Supporting all other leaders in developing their role to ensure positive outcomes for all pupils.
- Developing and maintaining effective strategies and procedures for staff induction, professional development and performance review.
- Developing and maintaining a culture of high expectations for self and for others taking appropriate action to secure improvements.
- Regularly reviewing own practice, setting personal targets and taking responsibility for own professional development
- Managing own workload and that of others and allowing for reflection and an appropriate work/life balance
- Encouraging moral and spiritual growth amongst pupils.

TEACHING AND LEARNING

As AHT you will be the lead professional in modelling excellent practice in the classroom, achieving high standards of pupil attainment, behaviour and excellent attitudes to learning. Working with teachers across the school:

- Demonstrate an excellent understanding of the systems of effective teaching and learning in line with the schools systems and policies. Know where effective practice takes place in school/partnership and where to sign post individuals to develop their practice.

- Ensure that any concerns of underperformance are addressed through enhanced appraisal, identifying areas for development, setting targets and arranging support and guidance
- Maintain personal expertise and use knowledge of staff expertise, experience and future development needs to support decision making in future staffing structures and to develop others within and beyond the school
- Act as a role model of good classroom practice for other teachers, modelling effective strategies with them
- Monitor and evaluate standards of teaching, identifying areas for improvement, with both class teachers and support staff.
- Ensure needs are addressed through high quality coaching and mentoring
- Induct, support and monitor new staff
- Disseminate examples of effective planning and teaching strategies within the school
- Monitor the inclusion of all pupils and groups, identifying under-performance and identifying effective ways to promote progress for all groups
- Co-ordinate /monitor the deployment of teachers, support staff and other adults to ensure their effective contribution to pupils learning
- Lead CPD meetings and INSET through the provision of high quality professional development, such as coaching, or drawing on other sources of expertise, such as the local authority

HUMAN AND MATERIAL RESOURCES

- Lead the professional development of all staff through example, coaching peer support and target setting
- Contribute to the audit of staffs' development and training needs and provision of effective INSET
- Maintain effective and efficient management and organisation of the accommodation and resources of the school
- Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and discipline and pupils' spiritual, moral, social and cultural development.

Any other duties and responsibilities within the range of the salary grade.

- The post holder must comply with Diocese of Coventry Multi Academy Trust policies and procedures
- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare
- To report to their manager and health and safety concerns, hazardous condition or defect in the health and safety arrangements
- To ensure health and safety policies, procedures, action plans and risk management programme is implemented as an integral part of business and operation planning and service delivery

- To support accident and insurance investigations, review reports and statistics, utilize information on trends and hot spots
- To undertake monitoring and ensure the provision of adequate resources to achieve compliance

MANAGING THE ORGANISATION

Assistant Heads need to support the headteacher, in the need to provide effective organisation and management of the school and seek ways of improving organisation structures and functions based on rigorous self-evaluation. This will included:

- Creating an organisational structure which reflects the school's Christian beliefs and values, ensuring and enabling the management systems, structures and work processes to work effectively in line with legal requirements
- Producing and implementing clear, evidence based improvement plans and policies for the development of the school and its facilities ensuring that, within the particular context of the school, policies and practices take account of national local circumstances, policies and initiatives
- Recruiting, retaining and deploying staff appropriately and managing their workloads to achieve the vision and goals of the school, and implementing successful performance management processes with all staff
- Managing and organizing the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- Ensuring that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money
- Using and integrating range of technologies effectively and efficiently to manage the school

SECURING ACCOUNTABILITY

With Christian values at the heart of their leadership, Church school AHT's have a responsibility to the whole school community. In carrying out this responsibility this will include:

- Fulfilling commitments arising from contractual accountability to the Multi Academy Trust and the local governing body
- Building on and developing a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensuring individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Working with the Multi Academy Trust and the local governing body (providing information, objective advice and support) to enable it to meet its responsibilities
- Developing and presenting a coherent, understandable and accurate account of the schools performance in ways which are relevant to the wide range of audiences including the inspection agencies, the Multi Academy Trust, the Diocese, governors, staff, parents and carers of diverse backgrounds and the local community
- Reflecting n own personal contribution to school achievements and taking account of feedback from others

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust the **Assistant Head** will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

This will include:

- Participating in Multi Academy Trust and sector wide activities in order to share best practice, contribute to the development of strategies and policies and promote the academy and Multi Academy Trust in local and national context
- Contributing to collaborative work across the Multi Academy trust and support other staff in participating in Multi Academy Trust work
- Provide other support to schools within the Diocesan family required such as emergency cover, mentoring of teaching and support staff and the recruitment, training and appraisal of governors for the local Governing Bodies

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the academy. Academy leadership should commit to engaging with the internal and external academy community to secure equity and entitlement. All staff should collaborate with other academies and schools in order to share expertise and bring positive benefits to their own and other academies/schools. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities
- Creating and promoting positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the academies diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the academy to enhance and enrich the school

and its value to the wider community.

- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The class teacher plays a role in this within the school and the post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

The Assistant Head will assist the Headteacher to ensure that:

- The policies and procedures relating to safeguarding and safer recruitment and adopted by the governing body are full implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other Inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
Qualifications and Training						
1	Honours degree or equivalent	✓		✓		
2	QTS status	✓		✓		
3	Recent experience of the delivery of the National Curriculum		✓	✓		
4	Evidence of commitment to further professional development.	✓		✓		
Professional Experience and Knowledge						
1	A highly effective teacher	✓		✓	✓	✓
2	Up to date knowledge of the National Curriculum & cross curricular areas	✓		✓	✓	✓
3	Successful experience of raising standards for all with measurable outcomes	✓		✓	✓	✓
4	Supporting with managing successful school self-evaluation and accountability	✓		✓	✓	✓
5	Leading and managing staff including building a successful team, delegating effectively and implementing and managing change	✓		✓	✓	
6	Experience of working in collaboration and/or partnership with stakeholder's and other educational bodies		✓	✓	✓	
7	In-depth knowledge and understanding of the wide educational agenda	✓		✓	✓	
8	Successful experience of effective strategic, financial and resource management to achieve educational priorities and ensure value for money		✓	✓	✓	
9	A good understanding of Child Protection, Safer Recruitment and Safeguarding procedures	✓		✓		
10	Able to use performance management and continuous professional development to develop the effectiveness of all staff	✓		✓	✓	✓
11	A commitment to and evidence of promoting diversity and equal opportunities within the Academy, curriculum and employment practice.	✓		✓		
12	The ability to demonstrate an understanding of the distinctive Christian character of a church school		✓	✓	✓	
Leading Teacher and Learning						
1	A proven track record in ensuring the highest possible standards in teaching and learning	✓		✓	✓	✓
2	Sustained experience of managing, monitoring and evaluations student progress in order to strategically plan for use of resources	✓		✓	✓	✓
3	Successful experience of positive behaviour, management an developing a pupil focused, inclusive and effective, learning environment so that behaviour for learning is outstanding	✓		✓	✓	

4	Successful experience of curriculum development	✓		✓	✓	
5	Successful involvement in staff recruitment, appointment and induction		✓	✓	✓	
Personal Qualities						
1	Is committed to putting continuous improvement and pupil outcomes at the core aspects of leadership and management	✓		✓	✓	
2	Is committed to leading the development of a distinctive Church School ethos based on Christian values	✓		✓	✓	✓
3	Has high expectations and personal integrity with the ability to promote and sustain the values, culture and Christian ethos of the Academy	✓			✓	✓
4	Is articulate and approachable with excellent interpersonal communication skills both verbally and in writing	✓		✓	✓	
5	Is able to manage, inspire, encourage and empower staff	✓		✓		
6	Is able to support the management of the Academy efficiently and effectively on a day to day basis whilst maintaining a good life work balance	✓			✓	✓
7	Is an outstanding, reflective practitioner with high aspirations for pupils' learning and attainment	✓			✓	✓

I..... hereby confirm that I have received a copy of the Job Description for the post of **Assistant Head Teacher – St Bartholomew's Church of England Academy**.

Signed

Date

