



ASSISTANT HEADTEACHER- APPLICATION PACK

ALBANY ACADEMY

February 2024

Albany Learning Trust
Assistant Headteacher - Safeguarding & Inclusion
Leadership Scale L11-L15 (£60,488 - £66,628)

We are looking to recruit an enthusiastic and energetic Assistant Headteacher.

Albany Academy is a highly successful and popular 11-16 school situated in Chorley, Lancashire. With 727 pupils currently on roll, the school provides an excellent education within a nurturing and caring environment where every student is well known by every member of staff and are proud to be a member of Albany Learning Trust, the first school trust of its type in Lancashire.

The governors are looking to appoint an excellent classroom teacher with a strong track record of success, and experience of enabling others to improve their teaching and who understands coaching and mentoring. We are looking for a leader who has the skills and experience to lead our safeguarding culture and student inclusion.

The successful candidate will join the school at an exciting time:

- We are a Living Wage Employer.
- The school is part of Albany Learning Trust, a tight knit academy trust and has links across the region, nationally and internationally with other schools, trusts and education organisations.
- Behaviour of students in our schools is excellent.

The successful candidate will:

- Promote a culture of high performance learning, with an understanding that all children can succeed.
- Be a passionate advocate for excellent teaching and learning.
- Have a strong commitment to helping pupils of all abilities succeed.
- Be innovative and inspirational to both pupils and colleagues.

Application documents are available to download in the vacancies section of the school website www.albanyacademy.co.uk/vacancies

Prospective candidates are strongly encouraged to visit the school and visits can be arranged by contacting Mrs Shaw on 01257 244020.

Apply online by the closing date of midday, on Friday 23rd February, to: vacancies@albanyacademy.co.uk.

Interviews will take place on 26th and 27th February 2024.



February 2024

Dear Applicant

Our mission, as a school, is to develop [amazing learners](#), and the role of assistant headteacher – safeguarding and inclusion- is fundamental to achieving this aim.

Albany Academy is a highly regarded small school located in the south of Chorley, an area that boasts excellent schools and colleges in all phases. The academy is a high performing school, which has an excellent reputation in the local area and is heavily oversubscribed. We are highly ambitious for our students, our staff and the wider educational community and we provide support for other schools. We have strong links with local teaching school hubs and primary schools; we are part of the SSAT Leading Edge network and [High Performance Learning's](#) world-wide network of schools.

We are proud to be a member of [Albany Learning Trust](#), the first school trust of its type in Lancashire. Further details about our trust and our values which we want every member of staff to share can be found on the trust [website](#). Our trust improvement strategy is built round the children. It is focussed on supporting children to learn, become literate and develop the specific behaviours that will help them lead successful lives. We summarise this as developing amazing people, learners, leaders, and employees. If successful, you will work as part of our senior leadership team and with our experienced faculty leaders to help deliver this strategy. You will also work alongside our Executive Headteacher, in ensuring that our coaching culture is embedded.

We take the development of our staff very seriously; we hold double the number of INSET days of most schools, and we use Teaching Learning Communities (TLCs) to promote collaborative learning and you will oversee these processes in school.

We are looking to appoint an excellent classroom teacher and leader, with a strong track record of success, and experience of enabling others to improve. We are looking for a leader who has the skills and experience to lead students, parents and staff to ensure a strong culture of safeguarding and inclusion. You will be our Designated Safeguarding Lead within an experienced safeguarding and pastoral team. You will be joining an experienced senior leadership team, who share a commitment to high performance and collaborative development and will work closely with our Pastoral Deputy Headteacher. This will be a key role in our tight knit academy trust and you will have opportunities to work across the trust.

We are determined that our school will become world class and we require a colleague who can help continue our development, especially our drive to develop [amazing learners](#). The ideal candidate will understand that all children are capable of high performance; they will be collaborative with colleagues and respond positively to feedback and the need to continually improve.

This pack contains a job description, our Professional Development framework for teachers and a copy of the Albany Way. Our Teacher [Training Map](#) is essential reading for this position and gives a summary and examples of how we train and develop teachers. Our school and trust websites provide a great deal more information about the school which you may find useful as part of the application process.

Prospective candidates are strongly encouraged to visit the school and visits can be arranged by contacting Mrs Shaw on 01257 244020.

We may use internet searches using information held in the public domain to perform due diligence on candidates in the course of recruitment, in terms of suitability for the post applied for. Where we do this, we will act in accordance with our data protection and equal opportunities obligations.

Please return a completed application form, along with a supporting letter of no more than two sides of A4, showing how you meet the person specification, before the closing date of mid-day on Friday 23rd February 2024. Applications should be submitted electronically to vacancies@albanyacademy.co.uk. Interviews are scheduled to take place week commencing Monday 26th February.

Thank you for your interest in our school. I look forward to receiving your application.

Yours faithfully

P Mayland
Headteacher

ALBANY LEARNING TRUST

JOB DESCRIPTION

Post Title: Assistant Headteacher (Safeguarding and Inclusion)

Salary Scale: Leadership Group Spine Points 11 - 15

Contract: Permanent, full-time

The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions document, other current educational and employment legislation, relevant teacher and headteacher standards.

Safeguarding

- Promote a culture of safeguarding amongst the whole school community.
- Be a passionate advocate for excellent safeguarding practices.
- Monitor, evaluate and improve safeguarding throughout the school community.
- Monitor and ensure effective safeguarding training, policies and practices.
- Work as Designated Safeguarding Lead, with a team of Deputy DSLs.

Inclusion

- Lead a programme of school-based interventions to ensure the high performance of our most vulnerable students.
- Oversee the use of alternative provision as short term interventions to support students as necessary.
- Manage the pupil premium budget and ensure that funds are used to improve the quality of education of students and provide access of disadvantaged students to our full curriculum.
- Monitor the effective use of interventions and of the pupil premium grant, and report on these as required to parents, governors, and the public.
- To be outward focused by promoting and encouraging links with other schools and professionals.

Other responsibilities

- Play a significant role in shaping the future direction of the school
- Line manage faculties
- Collaborate as a member of the Senior Leadership Team and work across the trust
- Promote all aspects of staff and student welfare
- Teach as appropriate
- Report to Governors in relation to key areas of responsibility
- Contribute to and implement school improvement
- Contribute to the programme of school self-evaluation and quality assurance
- Create and maintain effective partnerships with parents and relevant agencies
- Participate in duties – break, lunch, and at the beginning and end of the school day
- Attend and contribute to meetings as appropriate
- Lead assemblies

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply the school's health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare and children and young people. All successful applicants will be subject to an enhanced DBS disclosure.

BENEFITS

As an employer Albany Learning Trust offers the following benefits:

Pension: Access to either the teacher pension scheme or local government pension schemes. These offer defined pension benefits, including generous death in service contribution.

Salary: We are proud to be a living wage employer. We offer competitive rates for all roles.

Travel: Membership of cycle to work scheme, which offers up to 40% off the price of a bicycle, including e-bikes. On-site EV charging and free on-site parking.

Support: We offer twice the number of training days of most UK schools.

Our Employee Assistance Programme (EAP) provides confidential support for staff and their families for both personal and work-related matters. We train staff in [Chimp Management](#), which helps with people to manage their mind more effectively, with an approach grounded in neuroscience.

We have free access to Headspace app, which offers meditation and mindfulness for any mind, any mood and any goal. We offer membership of the tech scheme, which offers up to 40% off the cost of personal IT equipment and white goods.

Priority: Children of staff have priority admissions to their school.

Development: Our high-quality training ensures personal, professional development and allows staff to become expert in their role. A clear progression route within the Trust also provides opportunities to prepare staff for their next career step. Partnerships with the top professional bodies and training providers ensures high quality, evidence based training is always available to all staff. All our classroom staff receive training in [High Performance Learning](#) teaching and have access to HPL training pathways. Our leaders are trained by [Leadership Matters](#) and have access to professional leadership qualifications including NPQs.

Job title	Assistant Headteacher		
Grade	L11-L15		
Contract	Full time and permanent		
Working pattern	As required		
Responsible to	Headteacher and Deputy Headteacher - Pastoral		
Responsible for	Whole school responsibilities and line management of specific departments		
Person Specification			
		Method of measuring	Essential or Desirable
Experience			
A record of consistently excellent teaching resulting in strong outcomes for children	A, I, R		E
Successful leadership within secondary school settings resulting in significant improvements in others' teaching	A, R		E
A record of implementing change to raise standards in teaching and learning which improve outcomes for students	A, I, R		E
An experience of improving your own leadership skills using recognised evidence based strategies, such as Leadership Matters	A, R		E
A demonstrable track record of strategic and innovative thinking and translating this into effective outcomes for students and staff	A, R		E
Experience of effective financial and resource management	A, I, R		D
Experience of creating and sustaining positive relationships with students, staff and parents	A, I, R		E
Experience of leading safeguarding in a school or trust	A,I,R		D
Experience as DSL or Deputy DSL	A, I		D
Skills, Abilities and Knowledge			
Knowledge that all students can perform and achieve highly with the right teaching, support, skills and mindset	A, I		E

Knowledge and understanding of safeguarding and inclusion in schools	A,I	E
Knowledge and understanding of education policies and practices relating to the education of students	A, I	E
The ability to provide inspirational and strong leadership and create an ethos in which the highest achievements are reached by all members of the school community	A, I	E
Passion and ambition to lead the culture of safeguarding in a school	A, I	E
The ability to analyse and use data to establish benchmarks and to set and achieve relevant, challenging objectives for improvement	A, I, R	E
Ability to initiate and maintain innovative curriculum design and delivery to stretch the learning of all students	A, I	E
The ability to implement improvements, using clear evidence-based strategies including EEF toolkit and implementation framework	A, I, R	E
Personal Qualities		
A commitment to safeguarding and promoting the physical and emotional health and well-being of students	A, I, R	E
A belief in and commitment to equality and diversity	A, I	E
A commitment to collaboration and an effective communicator	A, I	E
An optimistic outlook	A, I, R	E
A willingness to change, improve and innovate	A, I, R	E
A resilient growth mindset with effective strategies to cope with stressful situations	A, I, R	E
Education		
Relevant degree	A	E
QTS	A	E
Relevant professional development	A	E
NPQ or working towards	A	D

The Albany Way

We succeed because we care.

Community

This is a *community* where everyone is valued, can make a contribution and is empowered to take control of their own destiny. Where everyone *works together* and learns from each other.

Aspiration

We hold *hope* for every individual member of our community. In recognising their personal circumstances and by offering opportunities, we lay the foundations for their *future success*.

Resilience

Within our nurturing community we recognise that success is built on *effort*, a 'can do' attitude, ensuring the little things are done well and having no fear of failure. Everyone sets themselves the highest expectations and maintains a *hunger for improvement*.

Enthusiasm

As a result, we develop *well rounded human beings*, who are prepared to make a positive contribution to our wider community; who demonstrate mutual respect, empathy, an acute appreciation of fairness and a *strong sense of self-worth*.



Albany Academy
Bolton Road
Chorley
PR7 2AY

01257 244020
info@albanyacademy.co.uk
www.albanyacademy.co.uk

