

# Albany Academy

## ASSISTANT HEADTEACHER - APPLICATION PACK

APRIL 2022

**Albany Learning Trust**  
**Assistant Headteacher**  
**Leadership Scale L11-L15 (£54,090 - £59,580)**

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 and inspire staff to improve their practice through collaboration and evidence-based strategies.

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](http://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 Monday 16<sup>th</sup> May, to: [vacancies@albanyacademy.co.uk](mailto:vacancies@albanyacademy.co.uk).

Interviews will take place on 23<sup>rd</sup> and 24<sup>th</sup> May 2022.



May 2022

Dear Applicant

Our mission, as a school, is to develop [amazing learners](#), and the role of assistant headteacher – teaching and learning- 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 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 and inspire staff to improve their practice through collaboration and evidence-based strategies. You will be joining an experienced senior leadership team, who share a commitment to high performance and collaborative development. 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 Monday 16<sup>th</sup> May 2022. Applications should be submitted electronically to [vacancies@albanyacademy.co.uk](mailto:vacancies@albanyacademy.co.uk). Interviews are scheduled to take place week commencing Monday 23<sup>rd</sup> May.

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 (Teaching and Learning)

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.

### Teaching and Learning

- Promote a culture of high performance learning, with an understanding that all children can succeed.
- Be a passionate advocate for excellent teaching and learning.
- Monitor, evaluate and improve classroom practise throughout the school.
- Monitor assessment across the school, ensuring that all pupils are provided with constructive feedback and set appropriate work to maximise progress

### Leading Professional Development

- Lead a programme of school based professional development throughout the year, including 10 INSET days
- Oversee the process of the appraisal of all staff and help to quality assure the setting and evaluation of appropriate objectives.
- Manage the professional development budget and ensure that professional development provision is fit for purpose, cost effective and secures excellent outcomes
- Work with the trust executive headteacher and monitor the effective use of mentoring and coaching.
- Manage the effectively use teaching and learning communities to support staff development.
- To be outward focused by promoting and encouraging links with other schools and educational providers.

### 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.

**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 - Curriculum		
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
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 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 delivery of high-quality learning and teaching, raise student and staff aspirations	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
<b>Personal Qualities</b>		
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
<b>Education</b>		
Relevant degree	A	E
QTS	A	E
Relevant professional development	A	E
NPQ or working towards	A	D



# The Albany Way

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***We succeed because we care.***

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## 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 PPD FRAMEWORK - SUPPORT STAFF**

Role	What can I do?	How might school support me?	CPD opportunities through Links	Opportunities through the local authority	CPD opportunities through National links
<b>Newly appointed support staff</b>	Consider joining a Professional Association or Union Start a continuing professional development (CPD) file Consider your career goals Become familiar with the National Occupational Standards relevant to your role Explore the school and local authority websites Visit the Training and development Agency (TDA) website for the support staff career development framework Become familiar with the Albany Way and read about the policies relevant to your role Find out about the 5 Every Child Matters (ECM) Outcomes for all children and young people	Induction to school in order to: Understand roles and responsibility within the school Understand about school policies and procedures (for example, Safeguarding policies and protocols and the named Child Protection person) Your role, your Job Description and the relevant National Standards Ensure that you understand the probationary period and the mechanisms for performance review	Visit other establishments	Attend local authority development and training courses	Skills for Life – National Literacy/Numeracy Level 2 Adult Education Move On/Learn Direct ECDL/ITQ National Vocational Qualifications
<b>Administration and finance</b>	Understand the school improvement plan and the part you can play Maintain a CPD file Reflect upon the National Occupational Standards relevant to your role Consider career goals and discuss with line manager Prepare for and undertake professional development reviews as part of the schools Performance Management arrangements Indicate training needs through professional review Undertake development opportunities Enrol for Basic Skills/L2 Literacy/Numeracy if not already held Participate in mentoring new colleagues Maintain a Professional Development Portfolio	In addition to Induction (above): A clear and up to date Job Description which is discussed during review meetings Participate in Peer Coaching or mentoring Observation and feedback (as part of the performance management process) Peer observation (of and by peers) The school may provide a mentor to support you undertaking work based qualifications Performance management 1:1 meetings to reflect upon performance, to discuss and agree professional priorities that link with school priorities, national occupational standards and career aspirations Guidance regarding how to keep a CPD file and how it should be used to demonstrate evidence for the National Occupation Standards Opportunities to review school policies and protocols relevant to your role Job Shadowing Participation in staff meetings Opportunities to mentor less experienced colleagues Support to attend training and development identified during performance management	Local support staff networks Training opportunities through local networks Sharing good practice through local networks Best practice visits to other schools	SIMS training and support Courses available through the Local Authority PPD programme Speak to your school PPD Leader	As above plus ... NVQ in Team Leading Certificate in Business Administration Certificate / Diploma in School IOSH Managing Safety Qualification ILM Diploma in Business Management
<b>Caretakers and site managers</b>  <b>Team leaders</b>	As above  Mentor and coach new colleagues Undertake development opportunities Consider career goals and discuss with line manager Train as a Reviewer to take a role in Performance Management Seek leadership and management qualification	As Above plus; Provision of information through HSE information	Local support staff networks Training opportunities through local networks Sharing good practice through local networks Best practice visits to other schools	Courses available through the Local Authority CPD programme Speak to your school PPD Leader First Aid at Work Manual Handling	As above (top line) plus ... Certificate in Support Work in Schools Award in health and safety in the workplace Certificate in basic first aid NVQ in property and caretaking supervision Foundation Degree (eg in facilities management) <a href="http://www.creativeeducation.co.uk">www.creativeeducation.co.uk</a> PPD specific to support staff; Technicians, Health and Safety officers <a href="http://www.britsafe.org">www.britsafe.org</a> Managing Safety qualification
<b>Cleaning and site support</b>  <b>Team leaders</b>	As above  Mentor and coach new colleagues Undertake development opportunities	As above	Local support staff networks Training opportunities through local networks Sharing good practice through	Courses available through the Local Authority CPD programme Speak to your school PPD Leader First Aid at Work Manual Handling	As above (top line) plus ... Certificate in Support Work in Schools NVQ in Cleaning and Support Services Award in health and safety in the workplace

	Consider career goals and discuss with line manager Train as a Reviewer to take a role in Performance Management Seek leadership and management qualification		local networks Best practice visits to other schools		Certificate in basic first aid <a href="http://www.creativeeducation.co.uk">www.creativeeducation.co.uk</a> PPD specific to support staff; Technicians, Health and Safety officers
<b>Kitchen staff</b>	As above	As above	As above	Courses available through the Local Authority CPD programme Speak to your school PPD Leader First Aid at Work Manual Handling	As above (top line) plus ... Certificate in Support Work in Schools Award in health and safety in the workplace Certificate in basic first aid Certificate in basic and intermediate Food Hygiene Award in food safety in catering NVQ in professional cookery
<b>Team leaders</b>	Mentor and coach new colleagues Undertake development opportunities Consider career goals and discuss with line manager Train as a Reviewer to take a role in Performance Management Seek leadership and management qualification				
<b>Pastoral staff and Teaching Assistants</b>	As above plus; Information available in LPDS publications for example, health and well-being, ethnic minority achievement. Become familiar with the Teaching Assistant standards. Oversee a Learning and Teaching project.	As above plus;	Join networks such as Chorley and South Ribble; Attendance, Equalities, Health. L2/L3 counselling and introduction to counselling qualification.  Runshaw College - NCFE CACHE in supporting teaching and learning L2/L3	LPDS courses, behavior and attendance, well-being, educational visits, first aid, governor training, safeguarding, school support staff, ethnic minority achievement. Moving and Handling training	Best Practice Network. Support staff courses HLTA National qualifications National Leadership courses <a href="http://www.creativeeducation.co.uk">www.creativeeducation.co.uk</a> CPD specific to pastoral staff; safeguarding officers cover supervisors Teaching Assistants Librarians

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