



academies for character and excellence

Recruitment Pack | **Assistant Headteacher and Lead for Equity**





Welcome from Cheryl Weyman, CEO

The Academies for Character and Excellence

Dear Applicant,

Thank you for your interest in joining The Academies for Character and Excellence. I hope that the information provided will interest you and help with the application process.

So, what are we looking for?

Firstly, we wish to appoint positive people who want to make a difference. Being a leader within our Trust means understanding the importance of the softer skills of leadership such as the ability to communicate well, collaborate and influence a range of internal and external stakeholders. Our leaders are achievement-focused, with a strong belief in collaboration. You will be passionate and highly driven and will have the opportunity to play a significant role in the next exciting phase of the Trust's development.

We wish to appoint people who understand and believe in our guiding principles and values. If successful, you will be joining our Trust at an integral time of growth and your involvement with these key projects will bring its own personal rewards.

Simply, we are uncompromising in our desire to grow an exceptional Trust. It is a privilege to lead the ACE Trust where learners are at the heart of all we do.

I hope that this introductory letter and information pack provides a sense of our culture and ethos as well as our direction of travel. I am excited to receive your application.

Cheryl Weyman

Cheryl Weyman, CEO and National Leader of Education





We work together in collaborative partnerships to achieve excellence through cultivating character, sharing talents and pursuing innovation.

Our Schools & Pre-Schools



[Click here to visit the ACE website where you can access the websites of individual schools](#)

Our Mission

Achieving excellence through cultivating character, sharing talents and pursuing innovation

Core to our offer is a better life experience for everyone in the Trust – staff, children, families and community. Pursuit of excellence remains central to the ethos and culture of all schools within the Trust. We see it as our obligation to be a self-improving organisation.

Our Values

- Community
- Collaboration
- Equity
- Uncompromising Excellence
- Integrity



Simply, our vision is to be an Exceptional Trust



Who are we?

The Academies for Character and Excellence is a charitable Trust with a mission of Achieving Excellence through Cultivating Character, Sharing Talents and Pursuing Innovation. Our Trust is an exciting and diverse mix of Church of England and Community Schools within Torbay, Devon and Somerset. We are growing a family of schools that prioritises working together in collaborative partnerships which are mutually supportive and share great practice. We truly value the distinctive character of our schools and believe they should be rooted in the communities which they serve.

Our commitment to Character Education is at the heart of our work across the Trust. We are uncompromising in our belief that every child fulfils their academic potential whilst also flourishing in and at life. Relationships are central to the way we work together and we are proud to work with colleagues who are passionate about making a positive difference to our children and families.

Our ACE Culture

Our ACE culture is defined by four guiding principles:

- Our values are valued
- Our staff are our most important resource
- Everything we do is ultimately about the children
- Simply what we want is to be the best we can be

Our Commitment to You

Community

ACE is a community of learners dedicated to achieving our common mission. You are our most valued asset.

We will give you dedicated time to have your own talents developed through working with a wider team of professionals and experts.

Collaboration

ACE works in collaborative partnerships to achieve the extraordinary. You are a vital part of our amazing team.

We will provide a strong supportive network of teams to help you progress and inspire you to go beyond whatever you could do on your own.



Equity

ACE recognises that each individual has the right to be appreciated for the added value they bring to the Trust.

We will give you the right opportunities to grow and flourish in all aspects of your wellbeing, no matter what role you have in the organisation.

Uncompromising Excellence

ACE is about excellence in all that we do. We can't do it for you but we can help you do it for yourself.

You will have access to membership of Trust-wide groups who ask the same question: *What if...?* Research and development is part of our core offer to you.

Integrity

We do what we say we will do. If the gloves don't fit then we don't wear them. Our mission and values are both the light that guides us and the standards against which we measure our successes.

We will make a commitment that as a valued member of staff we will not stand in front of or behind you; instead, we will stand side by side looking ahead at what opportunities are yet to come.

Your Contribution to the Trust

Community

ACE is about being part of a community of learners dedicated to providing the very best for everybody.

You use your own skills, knowledge and experience to help others thrive. Your willingness to go the extra mile for others is obvious and apparent in all you do.

Collaboration

ACE is a collaborative Trust where sharing talents results in innovation and improvement which ensures we can all be great together.

You will share your time, enthusiasm, knowledge and resources with others. You recognise that your achievements are always reliant on others, and you will celebrate successes together.



Equity

ACE is about equality, equity and inclusivity for all. Your importance to the Trust is never underestimated.

You know that equity is understanding and valuing each other as individuals, no matter what the differences are. You demonstrate this through treating everyone with dignity, respect and care.

Uncompromising Excellence

ACE is about excellence, but for us, this is a habit not a destination.

You have high standards, expectations and a drive to be the best you can be. Today's outcomes will be brilliant but tomorrow's even better.

Integrity

ACE is about an unrelenting desire to work towards achieving our mission. We don't do something if it's not the right thing to do. We are the advocates for our children and we never forget that.

You do the right things and you do them right. Your decisions and actions are aligned to our vision and values and that's what guides you.

How will we Develop your Talent?

We believe that everyone has a right to have their own talents recognised and developed. It is far more than just an organisational offer as it aligns us with our values of equity and uncompromising excellence.

Our Talent Management identification programme allows us to recognise talent from an early stage. We understand that not everyone wants to follow traditional hierarchical routes for promotion, and as a result we offer a wide variety of professional development opportunities that allow individuals to progress in areas which they find their talents and passions are best suited to.

We do this in a number of ways including:

- Provision of a bespoke coaching programme
- A Talent Management central team
- Clear routes of progression across the Trust
- Collaborative working opportunities
- Network of Teams
- In-house Leadership training and development
- Opportunities to impact across the Trust
- Individual personal learning plans



Job Title: Assistant Headteacher and Lead for Equity at
0.8 FTE Holy Trinity C of E Primary School,
0.1 FTE Buckland St Mary C of E Primary School and
0.1 FTE Winsham Primary School

Reporting to: Headteacher

Salary Grade: L1 - L3

Actual Salary: £47,185 - £49,574

Closing Date: Tuesday 8th October 2024, 9.00am

Start: 1st January 2025

Interview date: Monday 14th October 2024



<p>Primary School</p>	<p>Holy Trinity Church of England Primary School Buckland St Mary Church of England Primary School Winsham Primary School</p>
<p>Banding</p>	<p>Leadership Pay Scale 1 - 3</p>

An Assistant Headteacher’s job description adheres to the conditions laid down in the School Teacher’s Pay and Conditions document and for Church schools the Diocesan guidelines. In addition to this, Assistant Headteachers undertake to develop children and staff using their understanding, knowledge of their professional qualifications, skills, and qualities and where appropriate their faith.

All members of the team employed by the Academies for Character and Excellence support and promote the Trusts mission and vision and promotes character education which is a values led approach. Our Trust values and ethos enable us to fulfil our mission of transformation through making a positive difference to ourselves, others and the world around us.

Main Purpose

The Assistant Headteacher, under the direction of the Headteacher, will take a major role in:

- Formulating the aims and objectives of the school/ Trust
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the Trust’s aims and objectives

The Assistant Headteacher will also be expected to fulfil the professional responsibilities, as set out in the School Teachers’ Pay and Conditions Document (STPCD).

Duties and Responsibilities : Qualities and knowledge

Under the direction of the Headteacher:

- Support with the day-to-day management of the school
- Communicate the school and Trust vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on

- providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Seek training and continuing professional development to meet own needs

Pupils and Staff

Under the direction of the Headteacher:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Work within the SLT holding teaching staff to account for their professional conduct and practice

Systems and Processes

Under the direction of the Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the local advocate board and strategic board, as appropriate

The Self-improving School System

Under the direction of the Headteacher:

- Create an outward-facing school which works with other schools and organisation's to secure excellent outcomes for all pupils



- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupil rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils and staff alike
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/ procedures

Relationships with Parents and the Wider Community

- Actively seek opportunities to develop effective relationships with the community to extend the curriculum
- Create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development
- Ensure that parents, pupils and staff are well-informed about all relevant matters

Whole-school Commitment

- To demonstrate a commitment to the full life of the school and to work with all members of the team to ensure the success of the whole school and the Trust
- To be supportive of the schools and Trusts extra-curricular activities
- To take an active part in the school and Trusts involvement with the wider community
- To ensure the children's safety at all times



In Addition and with regards to Inclusion

- Support SEND children and their families through identifying barriers to learning and adopting strategies that help overcome these
 - Demonstrate a commitment to an inclusive education for all children through working with staff and families to formulate personal plans for improvement
 - Use a knowledge of the SEN code of practice and understanding of the EHCP process and Early Help services to support pupils and families
 - Work alongside teachers to provide advice and develop impactful class strategies
 - Monitor and evaluate the quality and Impact of SEND provision across the school
 - Form positive relationships, inspire and motivate all children to enable them to be the best that they can be
 - Keep up to date and accurate records of support and the impact regarding SEND provision
 - Review and update all records to ensure that statutory requirements are met
 - Work in partnership with the Headteacher, local Committee and wider community to ensure that our mission and ethos is translated into action
 - Participate in Trust wide Inclusion meetings
 - Attend meetings with parents, teachers and other providers to ensure all pupils needs are met
 - In addition to the above the Assistant Headteacher will be expected to carry out any further duties that the Headteacher may deem necessary in line with the role responsibilities
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	ESSENTIAL	DESIRABLE
<p>QUALIFICATIONS</p> <p>Evidenced in:</p> <p>Application form</p>	<ul style="list-style-type: none"> • Degree • Qualified Teacher Status 	<p>SENDCO Award (or prepared to study for it)</p>
<p>EXPERIENCE</p> <p>Evidenced in:</p> <ul style="list-style-type: none"> • Letter of application • Interview/assessment • Lesson observation • Presentation • Reference 	<ul style="list-style-type: none"> • Proven successful leadership within a primary setting with evidence of impact • Demonstrable experience of successful line management and staff development • Involvement in school self-evaluation and improvement planning • Proven record of inclusion for all pupils including those with SEND. 	<ul style="list-style-type: none"> • Experience of working within an Academy Trust • Experience of working in a school with higher than average deprivation • Experience of working across more than one school
<p>PROFESSIONAL KNOWLEDGE, UNDERSTANDING AND SKILLS</p> <p>Evidenced in:</p> <ul style="list-style-type: none"> • Letter of application • Interview/assessment • Reference • Lesson observation • Presentation 	<ul style="list-style-type: none"> • Understanding of highly effective pedagogy, based on evidence, and having the ability to model this for others and support others to improve • Excellent behaviour management strategies to support a range of needs • Aspirational for the achievement of disadvantaged based on evidence • Achieving and sustaining standards of excellence throughout the setting • Excellent organisational skills • Knowledge and understanding of the principles behind Safeguarding, Equal Opportunities and Inclusion policies • Effective analysis of data and the ability to use this to set targets and identify weaknesses 	<p>Managing staff to promote inclusion for all pupils including those with SEND.</p>
<p>CURRICULUM</p> <p>Evidenced in:</p> <ul style="list-style-type: none"> • Letter of application • Lesson observation • Reference • Presentation 	<ul style="list-style-type: none"> • Know and understand the relevant statutory and non-statutory frameworks including those provided through the National Curriculum 	<ul style="list-style-type: none"> • Demonstrate innovative approaches to curriculum and pedagogy and be able to inspire others to do so.
<p>PROFESSIONAL VALUES</p> <p>Evidenced in:</p> <ul style="list-style-type: none"> • Letter of application • Interview/assessment • Reference • Lesson observation • Presentation 	<ul style="list-style-type: none"> • A commitment to the mission, vision and ethos of the school and Trust • Develop positive relationships with colleagues Headteacher and other leaders in the Trust • Work collaboratively with others across the Trust contributing to the development of all schools • Be open to, and actively, seek support and professional development • Model the highest expectations of self and others • Take responsibility for improving teaching and learning throughout the school • Commitment to the personal welfare and safeguarding of both children and staff • Commitment to achieving the highest standards for all pupils 	



	ESSENTIAL	DESIRABLE
<p>PERSONAL QUALITIES</p> <p>Evidenced in:</p> <ul style="list-style-type: none"> • Letter of application • Interview • Reference • Lesson observation • Presentation 	<ul style="list-style-type: none"> • Personal values which align with Trust values • Ability to work collaboratively within a team both at school and Trust Level • Reflective and evaluative approach to your personal performance • Display warmth, care and sensitivity in dealing with children, colleagues and parents • Ability to prioritise and manage time well • Excellent interpersonal/communication skills • Openness, sense of humour, energy, enthusiasm and an ability to inspire confidence in others • Ability to build positive, respectful relationships with parents, pupils, staff, governors, directors and the wider community 	



Employment Vetting Checks

It is a condition of employment at The Academies for Character and Excellence that every applicant who accepts the offer of a job will be subject to legally required safer recruitment checks. This will include criminal background checks, documentary evidence to confirm their identity and right to work in the UK and checks to ensure they are not prohibited from working in such a position within a school environment. The checks will be carried out at the Trust's expense.

References will be taken up, including those from previous employers.

Safeguarding Children

It is the post-holder's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible or with whom they come into contact. The post-holder will adhere to and ensure compliance with the Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the Safeguarding and Inclusion Lead, the Headteacher and/or DSL/DDSL.

If you decide to apply please complete our application form and return it to Charlotte Wilson – recruitment@acexcellence.co.uk by 9am on Tuesday 8th October 2024

We are looking to hold interviews on Monday 14th October 2024. We will ask you to bring documents with you to your interview, to support our pre-employment checks.

We would welcome and encourage you to visit our schools, and you can arrange this by contacting Charlotte Wilson at recruitment@acexcellence.co.uk

We look forward to hearing from you!

