



Assistant Headteacher

(Whole academy role TBC)

GRADE: Leadership (L4 to L8)

ACTUAL SALARY: £47,185 to £53,380 per annum

CONTRACT: Permanent, Full time

**LOCATION: New Chesterfield/surrounding area
site, location TBC**

START DATE: September 2024

CANDIDATE INFORMATION PACK



What's included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from the Headteacher and Esteem North Academy
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Assistant Headteacher position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

Esteem North Academy provides programmes of education to pupils identified as being at risk of exclusion, or who have already been permanently excluded from mainstream education. We meet the varied and complex needs of children in all Key Stages up to KS4, at multiple sites located in Chesterfield and in the High Peak.

We are eager to appoint a dynamic and inspiring leader who is passionate about enabling our pupils to access a high-quality education through leadership of their own site. The successful applicant will have energy, optimism, initiative, flexibility and commitment to the delivery of a high-quality education and be an outstanding leader.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information and/or to arrange an academy visit please contact support@nedsc.derbyshire.sch.uk or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the Esteem MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully



Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

Esteem Multi-Academy Trust currently comprises of thirteen academies throughout Derbyshire, Derby City, and east Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 850 staff. The total revenue budget for the MAT is approximately £27 million and plans are in place to expand further.

Esteem Multi-Academy Trust includes 7 special schools, 4 alternative provision academies, a Day 6 Provision, and a mainstream infant and nursery school with an enhanced resource provision educating young people with autism and learning disabilities. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND) in the midlands. We have a well-defined set of values and a clear vision for the MAT to become a regional hub for expertise in SEND and inclusion. We share a collaborative ethos, believing that we can achieve more for our pupils as a collective group of schools than we could separately. Our academies focus on the holistic needs of the young person, due to students' vulnerabilities. So, 'joined-up thinking', between our academies and different agencies, is essential to deliver the right support for our students.

The main aims of Esteem MAT are to:

- Provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world;
- Deliver high standards and value for money from our support services, resources, estate and technology; and
- Invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice.

As a group of academies working together, we can share and deliver better practice. We will be able to commission health, care and therapy services in a fully 'joined-up' way.



Welcome from the Headteacher

Dear applicant,

Thank you for your interest in the role of Assistant Headteacher at Esteem North Academy. I am very pleased that you are considering applying to work at our academy where we all work hard to ensure that every pupil 'achieves their full potential'.

Esteem North Academy provides programmes of education to pupils identified as being at risk of exclusion, or who have already been permanently excluded from mainstream education. We meet the varied and complex needs of children in all Key Stages up to KS4, at sites located in Chesterfield and in the High Peak. Our current primary aged site is located at Barrow Hill in Chesterfield and we are expanding this provision to offer primary education at our High peak site for Sept 24. We currently have two KS3/4 sites, one in Hasland, Chesterfield and one in the High Peak. We are sourcing our 4th site to increase academy capacity. This additional site will also be located in the Chesterfield or surrounding area.

Pupils may be permanently excluded or at risk of permanent exclusion from mainstream and therefore require a curriculum to help them re-engage in education. We have a full blended learning offer with work experience, off site alternative vocational provisions and some peripatetic teaching in pupil's homes to meet pupil need where required. We are undergoing many developments at this time and have a new leadership team to drive the academy forwards with our curriculum offer and quality of buildings. It is an exciting time to join us!

Every child deserves an education. Our primary aim is to support and re-engage young people, enabling them to think positively about their future pathway, and life after the academy, whether that be re-integration into mainstream, further education or employment. Our Vision: "Inspire, Achieve, Exceed"

Our Pupils will:

- Feel safe, valued and trusted
- Recognise and achieve their full potential
- Take responsibility for their behaviour, and make healthy lifestyle choices
- Be positive about themselves and their future
- Be tolerant of others, and of the beliefs and views of others
- Be successful learners, both independently and when working with others
- Be self-motivated and have high expectations

We will achieve this by:

- Creating a safe learning environment, free of stigma and negativity

- Celebrating the success and achievements of every member of the learning community
- Establishing nurturing and supportive relationships between staff and pupils
- Setting high expectations for behaviour and academic success
- Providing a broad, balanced and relevant curriculum that provides the skills, confidence and qualifications to access opportunities in life
- Innovating learning, to engage and inspire
- Promoting tolerance and mutual respect
- Providing opportunities for students, parents and carers to voice opinions which form part of the decision-making process
- Providing an inclusive programme of learning opportunities and experiences that promote engagement

If you are an inspiring, energetic, flexible and experienced leader with a passion for working with disaffected pupils and have the capability to lead your own site then we may be the academy for you!

Further information about our academy can be found on the website at www.nedsc.derbyshire.sch.uk

Yours faithfully

Janine Dix

Headteacher

Advertisement

Job Title: Assistant Headteacher (whole academy role TBC)

Location: Esteem North Academy, New site, location TBC in the Chesterfield/surrounding area
Travel to all academy sites, and pupil's homes on occasion, may be expected, with mileage expenses available to be claimed from the nominated base.

Grade/Scale: L4 – L8 £50,807 - £56,082

Start date: September 2024

Contract: Permanent, Full time

We are now looking to offer a full -time permanent contract for a new Assistant Headteacher to lead and manage our new additional academy site and have a whole academy responsibility. This can be discussed at interview, however, it may be an advantage if you have a skillset in one of the following areas:

- Behaviour
- Pupil Premium and pupil voice
- Designated Teacher for LAC
- Website and Social Media

You will join a team that is already gradually being created in order to provide a stable and experienced team in advance of the new additional 4th site opening. Currently, additional pupils are being educated at the Hasland site until the 4th site is sourced and ready to open. This post may therefore be based initially at the Hasland site in September 24 until the 4th site is sourced and ready.

We are looking to recruit a substantially experienced and inspiring senior leader to join our academy. This role may have a teaching commitment and cover in staff absence. Pupils at this site will be in KS3 to KS4. We plan for a site to house around 110 pupils in total, over various timetables. The post will either suit an experienced senior leader who is ready to adapt to a new education sector or candidates from the AP sector who have leadership experience. The successful candidate will have operational leadership on a daily basis over the 4th site when it opens.

Applicants should have good knowledge and experience of working with disaffected pupils in a school or other alternative setting. An affinity for pupils with behavioural, emotional and social difficulties is an essential quality for this challenging but rewarding opportunity. Applicants should be resilient, have high expectations, and a sense of humour. You must be able to build positive relationships with our pupils and think outside of the box. A growth mindset and positive ethos are essential characteristics that we are looking for. You must be able to work at pace and line manage a team of staff with high standards and be extremely organised.

The Assistant Headteacher role will require the successful candidate to be child centred, solution focused and approach leadership through policies, systems and processes. You will be supported in your role through close support from the Headteacher and Deputy Headteacher and also from the wider school improvement team from the Esteem MAT.

Mileage for off -site travel can be claimed for in arrears. Candidates must have access to a vehicle and car insurance with business use included at the point of any contract start date. Travel to other sites, Esteem academies and pupil's homes is expected.

Benefits include: Teachers' Pension Scheme, Westfield Health membership, academy laptop.

For further information, please contact support@nedsc.derbyshire.sch.uk or visit our website <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted. We encourage all candidates to discuss the academy with the Headteacher and arrange a visit to the site prior to application.



Closing date for applications: 19 May 2024 (23:59)

Interview date: 21 May 2024

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its pupils. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job description and person specification

Job Description: Assistant Headteacher

Esteem North Academy, Esteem Multi-Academy Trust

Salary: L4 – L8

Contract type: Permanent, full time

Reporting to: Headteacher and Deputy Headteacher

Responsible for: Leadership for the new Chesterfield area site and whole academy senior responsibility (TBC)

Main purpose:

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

- Leading the site on a daily basis and ensuring that academy routines, quality and expectations are adhered to so that excluded pupils are provided with a high quality education
- Supporting the academy's quality assurance systems
- Ensure teaching at the site is underpinned by effective pedagogy and adaptive teaching
- Ensuring that the standard of implementation in delivery is at least 'good' at your site
- Subject leadership depending on subject specialism and if appropriate
- Having a teaching role where required to ensure that the sites need's are met
- Ensuring that pupils education continues in staff absence
- Leading the academy's behaviour strategy and culture across the site.
- Line management and appraisal of your site staff
- New pupil and staff induction
- Recruitment
- Ensuring that pupil information packs (PIPs)/commissioning agreements are maintained for all pupils at your site and they are quality assured termly
- Management of resources and the site budget
- Site capital development where required, in liaison with the Headteacher
- Maintaining high quality communication with families and referring schools
- Ensuring that our pupils are as safe as possible and liaising with all outside professional agencies whilst being a Deputy DSL
- Timetable development
- Off- site trips/site open days
- Examination arrangements on site
- Pupil transition, either by reintegration to mainstream or to Post 16
- Contribution to the school improvement plan and other relevant development plans
- Whole academy senior leadership role TBC

Qualities:

The Assistant Headteacher will:

- Uphold public trust in academy leadership and maintain high standards of ethics, behaviour and professional conduct
- Be credible and an excellent role model

- Be enthusing, driven and be able to create new opportunities for our pupils
- Build positive and respectful relationships across the academy community and with other stakeholders
- Understand that our academy is multi- sited and that we require consistency across all sites
- Serve in the best interests of the academy's pupils.
- Understand that we are working at a rapid pace to drive standards and implement a new curriculum offer and increase capacity
- Serve in the best interests of the academy's pupils and be pupil focussed at all times with a growth mindset.

Duties and responsibilities:

Academy culture and behaviour

Under the direction of the Headteacher, the Assistant Headteacher will:

- Create a culture where pupils experience a positive and enriching academy life
- Ensure that all staff, pupils and stakeholders are aware of our academy culture and that this is promoted
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism and resilience
- Ensure that behaviour concerns are reported by staff accurately including any RPIs
- Take responsibility for follow up actions and proactive planning post incidents across the site
- Encourage high standards of behaviour from pupils, built on consistency and routines that are understood by staff and pupils and clearly demonstrated by all adults in the academy
- Ensure that there is effective communication with other Derbyshire schools, other stakeholders, Governors and the Esteem MAT.

Teaching, curriculum and assessment

Under the direction of the Headteacher, the Assistant Headteacher will:

- Establish and sustain their own high-quality teaching (if timetabled) to model good practice. Have a teaching role where required
- Reinforce high expectations for all site staff with regards their teaching practice
- Ensure that pupils are still provided with a high- quality education at times of staff absence – (this may involve teaching yourself)
- Ensure that academy practice is upheld at your identified site with regards assessment procedures and that pupils have baseline assessment data to inform planning
- Ensure that the academy curriculum delivery on site is in line with Long and Medium Term Plans
- Lead on a subject across the academy if required
- Ensure that QA systems for your site are carried out to provide evidence of pupil learning and curriculum delivery. Carry out climate walks and support the academy QA policy
- Ensure that staff meet deadlines for the reporting of progress and that pupils are aware of their targets

- Ensure that pupils are completing Functional Skill exams and have examination timetables in place in conjunction with SLT.

Additional and special educational needs (SEN) and disabilities

Under the direction of the Headteacher, the Assistant Headteacher will:

- Promote a culture and practice that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the academy works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Provide strategies for staff to adapt lessons, resources and support for SEND pupils
- Ensure that staff utilise class profiles and PIPs to support pupil need with appropriate strategies
- Make sure the academy fulfils statutory duties regarding the SEND Code of Practice.
- Be aware of the targets for EHCP pupils and gather evidence for Annual reviews in conjunction with the SENCo.

Organisational management and academy improvement

Under the direction of the Headteacher, the Assistant Headteacher will:

- Establish and sustain the academy's ethos and strategic direction together with the governing board and through consultation with the academy community
- Establish and oversee systems, processes and policies
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff at your identified site, with due attention to workload, capability, CPD and time management
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to site effectiveness, and develop strategies for improvement that are realistic, timely and suited to the academy's context
- Ensure the improvement strategies are effectively implemented
- Contribute to the development of other sites where required and as a senior leader provide leadership at other sites in the academy if required.

Professional development

Under the direction of the Headteacher, the Assistant Headteacher will:

- Ensure that they take up appropriate CPD to develop expertise
- Keep up to date with developments in education particularly in relation to behaviour
- Develop your own leadership skills and that of others to promote further middle leaders
- Seek training and continuing professional development to meet needs.

Other areas of responsibility

- To contribute to site developments and additions to timetables to ensure a quality offer such as tutor time, assemblies, home learning, arrangements and monitoring of online learning

- Management and support of any ECTs
- Support and guidance for any students from University.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role. This is an SLT role and as a senior leader you may be required to lead in other elements, or sites, in times of need to ensure that the academy can maintain high standards of delivery to our staff and pupils.

OTHER GENERIC RESPONSIBILITIES:

- Represent and promote the ethos and values of Esteem Multi-Academy Trust
- To take, and be accountable for, all decisions made within the parameters of the job description
- Participate with performance management and CPD training and activities that contribute to personal and professional development for self and others within the academy
- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description
- The post holder will be working in a developing environment and will therefore be expected to undertake other appropriate duties as required for the effective operation of the Trust.

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The postholder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and school policies.

The Headteacher and governing body reserve the right to amend the job description at any time after consultation with the post-holder.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification: Assistant Headteacher Esteem North Academy, Esteem Multi-Academy Trust

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Driving licence, transport and business insurance • NPQSL is desirable
Experience	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Substantial and proven successful quality leadership experience of staff and children • Experience of working with challenging and vulnerable young people and effective behaviour management • Involvement in school self-evaluation and development planning • Demonstratable experience of successful line management and staff development • Experience in supporting and improving teaching and learning across a school/subject • Teaching, planning and delivery of a curriculum subject • Initiating change • Experience in developing and maintaining of quality assurance processes • Of policy production and management • Of planning and delivering staff CPD • Of safeguarding pupils • Of supporting pupils with non- academic needs • Of liaising with parents and other agencies such as social care • Proven experience of driving standards forwards. <p>DESIRABLE</p> <ul style="list-style-type: none"> • Experience of working in a non- mainstream education establishment • Experience of working in a multi sided school • Experience of implementing new innovative and appropriate curriculum offers to meet the needs of a range of vulnerable pupils • Teaching at a range of key stages (experience of teaching maths/science at secondary is desirable) • Of contributing to a blended learning offer to meet pupil need • Of liaising with families and maintaining effective communication • Previous teaching of alternative offers/vocational/non- GCSE • Of being a Deputy DSL or DDSL • Of new staff induction process's • Of supporting ECTs as either a mentor or tutor • Of contributing to a recent Ofsted as a leader • A previous leader of behaviour across a school • Of implementing academy policies such as capability, staff absence, grievance etc.

<p>Skills and knowledge</p>	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Ability to lead and model high quality leadership across a site and across a multi sited academy • Ability to be a proactive strategic planner but to also think and react appropriately • Knowledge of the appraisal process and the ability to effectively hold staff to account • Effective safeguarding practise • Understanding of high- quality teaching and learning to ensure that pupils can access the curriculum and make progress • Understanding of effective approaches to learning • Knowledge of the current Ofsted framework • Ability to uphold positive pupil behaviour strategies and a behaviour culture across staff and pupils • Data analysis skills, and the ability to use data to set targets and measure progress across an academy in detail, identifying trends and subsequent development plans • Effective communication and interpersonal skills • Ability to engage and inspire pupils with high quality planning and relevant content • Ability to build rapport with challenging pupils with varying needs • Ability to build effective working relationships • Excellent IT capabilities <p>DESIRABLE</p> <ul style="list-style-type: none"> • Other skills/interests that could contribute to the curriculum in a vocational or non-GCSE alternative offer • ECT framework • Of the exclusion and reintegration process for pupils
<p>Personal qualities</p>	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • A natural leader with drive and enthusiasm • Ability to see “the big picture” • A commitment to achieving the best outcomes for all pupils and promoting the ethos and values of the academy • Extremely hardworking and flexible • An excellent role model to staff • Calm, organised, thorough and proactive • A good sense of humour • To have a good level of self- reflection and be able to respond to positive criticism to develop professionally • Ability to work under pressure and prioritise effectively at a rapid pace • Ability to maintain resilience and positivity • Commitment to maintaining confidentiality at all times <p>Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.</p>

Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2023' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Application forms are available on our website at <https://www.esteemmat.co.uk/vacancies>.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

Closing date for applications: 19 May 2024 (23:59)

Interview date: 21 May 2024

For further information please contact the Headteacher's admin team support@nedsc.derbyshire.sch.uk or visit the Esteem website at <https://www.esteemmat.co.uk/vacancies>. Please contact the Headteacher to discuss your experience before arranging any site visits. jdix@nedsc.derbyshire.sch.uk. Use the relevant application form on the Esteem MAT website; CVs alone will not be accepted. We strongly advise that you visit the site prior to making an application.