



Assistant Headteacher Recruitment Pack



Content

<u>Welcome from our Chief Executive Officer</u>	3
<u>A brief history of our Trust</u>	4
<u>Our Vision, Mission and Values</u>	5
<u>Why work for us</u>	6
<u>How to apply</u>	6
<u>Job description and Person Specification</u>	7



Welcome from our CEO, Mark Woods



Thank you for your interest in joining the Meridian Trust family.

The success and growth of our Trust has been based on remaining focused on some critical principles:

- Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.
- We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to our common values, practices,

curriculum approaches and operational systems

Since 2011, thanks to the fantastic work of our staff, our Trust has grown from 1 to 28 academies whilst retaining our focus on working within an area that enables easy movement between our schools. From first developing an application in 2007 to open schools in the new town of Northstowe, we have been committed to the vision of being an all-through and all-inclusive Trust. Our Trust currently consists of 14 primary schools, 12 secondary schools and 2 special schools. We are also currently developing 3 free school projects within our region.

Meridian also plays a key role in the wider development of education in the region. We are the home to the Cambridge and Peterborough Teaching School Hub and operate a vibrant Initial Teaching Training provider that trains upwards of 100 teachers annually. In addition, our commitment to the local community as an extension of our village college ethos means that we host a range of activity in our schools, including providing leisure and educational opportunities.

If being part of a dynamic, compassionate and dedicated group who believe we can really improve young people's life chances and opportunities by working together appeals to you, we very much look forward to receiving your application.



A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

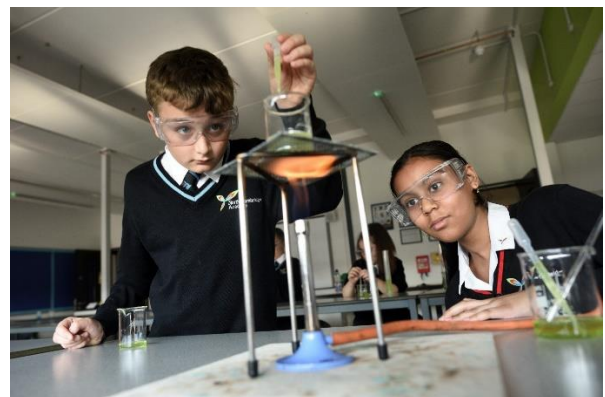
Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long-term projects matured and our relationship with Sharnbrook Academy Federation emerged.

We are currently a family of 28 academies (including 14 primary, 2 special and 12 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. As a lead partner in the Cambridge and Peterborough Teaching School Hub and an ITT provider through the Cambridge Partnership we retain a strong commitment to growing and supporting staff throughout their training and career development. We

have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. No trust academy has ever undergone an OFSTED inspection resulting in anything other than an improved outcome. Our academies are well-run, and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.





Trust Vision, Mission and Values

Meridian Trust Vision

Meridian Trust exists to provide, support, and champion high-quality education at the heart of local communities.

As members of the Meridian family, Trust academies aim to unite their pupils, families and other local stakeholders around this common purpose to share experience and resources, to improve standards and to maximise our contribution to their wider communities.

Our vision, mission and values guide and bring together each of the Trust's academies.

Our Vision:

High-quality educational provision for all at the heart of local communities.

Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Every child is a successful learner, confident individual, and responsible and employable citizen
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders

Our Values:



Achievement for all

We offer a curriculum that supports all our students. We provide you with the opportunities to maximise your potential in the Trust



Valuing People

Staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported



High Quality Learning Environment

Students develop a lifelong love of learning. We offer you excellent targeted provision for professional development at each career stage



Pursuit of Excellence

Our curriculum stretches and challenges students. You will be similarly encouraged to develop aspirational personal and professional goals



Extending the Boundaries of Learning

We provide a breadth of experience through the curriculum and beyond. Staff can access a range of learning opportunities that go beyond traditional training



Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

Benefits:

Working with us brings with it a range of attractive benefits, including;

- Generous employer contributions to Local Government or Teacher Pension Scheme
- Free on-site parking
- Eyecare vouchers
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support to staff
- Cycle to work scheme
- Free tea and coffee making facilities
- Generous sick pay and annual leave



How to apply

To apply please complete the online form on the TES. Your supporting statement should address the selection criteria detailed in the Person Specification and incorporate what you believe to be the key to outstanding teaching and learning as well as your vision and values for the role.

Closing Date:

Monday 27th March 2023 (by 9am)

Interviews:

Friday 21st April 2023

Applying:

For any questions about the application process please contact:

Caroline Day – Senior HR Officer (tel. 01223 491656) Please email:

cday@meridiantrust.co.uk or

primaryvacancies@meridiantrust.co.uk

Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure.

We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships. Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Assistant Headteacher
JD Reference:	Meridian Trust
School/Academy:	Hatton Park Primary School
Role:	This is a full-time, permanent role
Salary:	Leadership Scale 3-7
Responsible to:	Headteacher/Executive Principal

Role:	To support the Headteacher in the day-to-day running of the school
Purpose of job:	The primary focus of the role will be to work alongside the Headteacher and Senior Leadership Team to continue to drive standards and pupil progress by supporting teaching and learning and leading a core subject.

Responsibilities and Accountabilities:

The Assistant Headteacher will:

- report to and support the Headteacher effectively when required to do so;
- support and contribute to the school's system for the review and evaluation of teaching and learning;
- lead a core subject across the curriculum
- assist the Headteacher, Executive Principal and Academy Council in determining and managing a whole curriculum, in accordance with the abilities and needs of the pupils;
- monitor the raising of pupils' standards of achievement and attainment;
- work in partnership with the Headteacher, Executive Principal and Academy Council to ensure that sound management of finance, personnel and resources enables the school to offer best value for money;
- contribute effectively as a member of the Senior Leadership Team;
- play a major role in the professional development of all staff and in the management of staff training;
- lead and support staff in the management and development of their curricular responsibilities to promote high quality teaching and learning;



- foster the development of a positive and supportive ethos for academic and social learning;
- oversee the pastoral care, personal development and general behaviour of the school;
- display a high standard of professional behaviour and integrity at all times;
- act as a team leader in the appraisal system;
- promote and develop a partnership with parents which recognises the worth of their contribution to their child's education;
- be involved in the organisation, planning and delivery of assemblies as and when necessary.

Support for School/Academy/Place of work:

- Participate in staff events
- Attend and lead Staff Meetings
- Contribute and take part in Trust events and activities where possible
- Develop and keep effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices, and procedures

Data security:

- Follow the legal provisions regulating confidentiality and security of data and information under GDPR

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- Work/run all equipment within Health and Safety & Welfare
- Contribute to the maintenance of a safe and healthy environment

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping



- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

Child Protection and Safeguarding:

- The post holder will have a shared responsibility for safeguarding all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties equal to the grade of the post, in consultation with the line manager. This job description is subject to review and may be changed following consultation with the post holder.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Updated December 2022



**Person Specification
Assistant Headteacher**

Assessment Key:
A = Application Form
I = Interview

Education and Qualification		Essential	Desirable	Assessment
1	Qualified Teacher Status	✓		A
2	Evidence of appropriate professional development	✓		A
3	Further post-graduate qualifications		✓	A
4	Current Designated Safeguarding Lead training		✓	A
5	Current Safer Recruitment training		✓	A
Experience		Essential	Desirable	Assessment
6	Teaching within the primary phase	✓		A
7	Teaching a range of year groups within the primary phase		✓	A/I
8	Working in a variety of different schools		✓	A/I
9	Active membership of school leadership team		✓	A/I
10	Strategic responsibilities in school leadership		✓	A/I
11	Managing an area of curriculum development	✓		A/I
12	Contribution to school development and improvement planning	✓		A/I
13	Experience of leading and managing school staff	✓		A/I
14	Leading an aspect of school development		✓	A/I
15	Experience of working with school governors		✓	A/I
16	Experience of managing change effectively		✓	A/I
17	Membership of governing body as a teaching representative		✓	A/I



Knowledge and understanding		Essential	Desirable	Assessment
18	The role of the leadership group within the school	✓		I
19	Understanding and a commitment to effectively promoting the safeguarding and welfare of children	✓		A/I
20	Knowledge of current trends in educational development	✓		I
21	Knowledge of the primary curriculum including early years provision	✓		A/I
22	The school's role in effectively providing for the needs of all children especially those with Special Educational Needs	✓		A/I
23	Knowledge of the Ofsted inspection framework	✓		A/I
24	The process and importance of school self-evaluation	✓		A/I
25	Whole school issues and their implications for financial management	✓	✓	A/I
26	The interpretation of value-added information to determine pupil progress	✓		A/I
27	Bench-marking tests on a local and national level	✓		A/I
Skills and abilities		Essential	Desirable	Assessment
28	Evidence of vision and leadership in managing change to enhance and raise standards	✓		A/I
29	Supporting the work of colleagues	✓		A/I
30	Ability to listen and communicate effectively (both orally and in writing) to a range of audiences	✓		A/I
31	Work effectively as a member of a team	✓		A/I
32	Strong inter-personal skills in relating to children and adults	✓		A/I





33	Calm and positive approach to behaviour management	✓		A/I
Personal Qualities		Essential	Desirable	Assessment
34	Willingness to undergo further training and development	✓		A/I
35	Ability to act on own initiative	✓		A/I
36	Ability to work as part of a team effectively and support colleagues	✓		A/I
Child Protection		Essential	Desirable	Assessment
37	Support the Academy policies on safeguarding and child protection	✓		A/I
38	A thorough knowledge of safeguarding policies and procedures	✓		A/I



About Hatton Park Primary School.

We are a busy but friendly school, with lots going on. Our school values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens. They are represented by our 6Rs:

- **Resilience:** never giving up no matter how tricky it may seem.
- **Respect:** taking care of ourselves, each other and our school
- **Responsibility:** rising to what is expected of us.
- **Reflective:** being able to look at things from another point of view.
- **Risk-taking:** being adventurous with our ideas and our learning.
- **Relationships:** working with others at school, at home and in the community.



Through our School Values, we will: -

- help each individual to discover and develop new skills and abilities.
- guide children and adults to be the best that they can be.
- provide challenge and support to achieve high standards.
- provide an environment where learning is engaging and exciting.
- care for and value everyone in the school community.
- provide a secure and respectful environment.
- encourage children to share the responsibility for their own education.
- promote good relations with others at school and in the community.
- encourage children to be moral, self-disciplined, hardworking and caring.

Please learn more about our school by visiting our website:-

[Home | Hatton Park Primary School](#)

