



The Shared Learning Trust

THE VALE  
ACADEMY

RECRUITMENT BOOKLET

# ASSISTANT HEADTEACHER

## MATHS & CURRICULUM BEYOND THE CORE



# ASSISTANT HEADTEACHER MATHS & CURRICULUM BEYOND THE CORE

The Vale Academy is on an exciting journey of growth as we strive to improve educational outcomes for our pupils. We are looking for a creative and innovative Assistant Headteacher to join our team and play a key role in motivating and inspiring young learners and staff. We are seeking an exceptional practitioner with previous experience and demonstrable effectiveness as a KS1 teacher and of managing colleagues effectively, ideally within a senior leadership capacity. In everything we do, we aim to create a positive and safe environment to foster success and impact our students' lives.

We understand that as a teacher, there are various pressures that come with the extensive preparation that is required for all pupils to make great progress. As much as we look for teachers who will invest and care about our pupils, it is equally important to us that we support and invest in our teachers too. As part of the Trust's Primary Partnership you will have access to extensive on-line training (at every level), and programmes to significantly develop your own skills through internal and external training.

It's incredibly important to us here at The Shared Learning Trust that all of our staff feel valued, listened to, mentored, challenged and given adequate opportunities to develop. As a Multi Academy Trust, we offer exceptional opportunities for professional development to staff in all roles. As a new leader within the trust you will be fully supported in your development and role.

Visits are warmly welcomed.

## The Successful Candidate will be

- At least 4 years of teaching experience
- An experienced and highly effective KS1 teacher (this role requires some teaching time)
- An exceptional leader of a core curriculum area, with a proven track record of raising progress and standards across a whole school.
- Experience of line managing colleagues effectively
- Previous experience of senior leadership
- Undertaken NPQ or other relevant qualification for senior leadership (desirable)
- An exceptional leader of maths (desirable)

## Job specifics

<b>Start date</b>	1st September 2022
<b>Salary</b>	L1-L4 £42,195 - £45,343
<b>Job Role</b>	Full-time, Permanent

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.





# WHY WORK FOR THE VALE ACADEMY?

## ABOUT US

- At The Vale Academy, we put our children at the heart of everything we do, to serve our local community
- You'll be working alongside a collaborative, forward thinking, friendly and supportive team of around 50 staff
- Unparalleled CPD opportunities with The National College catered to your development needs
- Excellent opportunities to develop and grow in a successful and expanding Trust
- Fantastic children with a wonderful desire to learn
- Employee of the month scheme, winning shopping vouchers
- Fantastic staff benefits that make a difference to your work-life balance
- 15% off annual membership for Active Luton Gym

## SAFEGUARDING

"We believe in the safeguarding and welfare of children and expect all staff to share this view."

The academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department of Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding. Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.

## WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on:

<https://www.thesharedlearningtrust.org.uk/vacancies3/60982.html>

If you have any questions about the role or would like to visit the academy, please contact **HR Recruitment, Jay Powell on 01582 211 226** or [j.powell@thesharedlearningtrust.org.uk](mailto:j.powell@thesharedlearningtrust.org.uk)

If you decide to apply, you should include a letter with your application form on no more than two sides of A4, giving your reasons to for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to the trust. Please do not send a generic letter; we really are looking for someone who is prepared to respond to us as an individual trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.

## HERE'S WHAT OFSTED HAVE TO SAY

*Leadership and Management: 'GOOD'*

*The school's Headteacher has worked quickly with senior leaders, supported by the work of the academy trust, to maintain the strong sense of community among staff, pupils, parents and trustees. Leaders are well regarded by all staff. Consequently, staff morale is high.*



# WELCOME TO THE SHARED LEARNING TRUST



Cathy Barr,  
CEO

We aim to recruit outstanding people who have the right attitude. If you have a love for teaching and are passionate about seeing children succeed, we would love to hear from you!

Recruiting the right staff helps us to achieve the goals we have set out for our children. We are always keen to hear from educators who are passionate about working for the schools and communities we serve. We would rather make no appointment than appoint someone who does not share the same positive ethos that runs through our academies. For this reason, we try and clearly articulate our vision, values and expectations when putting together information for applicants.

## **We aim to recruit staff who:**

- Are excited by their role and by the prospect of working with young people, even those who are less motivated
- Love the processes of learning and teaching and are keen to continually develop their own skills
- Recognise that teaching can be a demanding job but react positively to those demands rather than complaining
- Will subscribe to the ethos of the trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people
- See break duty as an opportunity to talk to children
- Are quick to praise and slow to criticise and are not afraid to admit to seeing themselves as potential leaders of the future

I am conscious that this may be first your contact with trust and first impressions are very important. I hope what you have read, coupled with anything else you discover about us, inspires you to apply for this post.

With best wishes, Cathy

Firstly, let me start by thanking you for taking the time to read our information pack and allowing us the opportunity to tell you more about The Shared Learning Trust.

I first began working for The Shared Learning Trust as principal of The Stockwood Park Academy in 2009. Since then, the trust has grown from strength to strength, employing some 500 fantastic staff members who serve over 4000 children within our communities. It is my privilege to be CEO of our family of schools and work with each head of school to ensure the best possible education in their own academy.

Our ethos is simple; to build a collaborative partnership of academies and schools that will provide exceptional educational provisions, both in and outside the classroom for all our children. Our academies ensure students are supported, monitored and encouraged, ensuring that their learning experience will be challenging, rewarding and memorable. Students enjoy their time at our academies and give back to the wider community. They are role models and young leaders, who contribute to collegiate ethos with maturity.







## ABOUT US

Along with our family of 5 academies, we also offer a fantastic sixth form provision for students aged between 16-19 and this is based at both The Chalk Hills and Stockwood Park Academy. Included in our sixth form provision is our Football Academy partnered with Luton Town FC and our brand new Cricket Academy, partnered with Northamptonshire Cricket Club.

Our trust is vibrant and friendly, supported by 3 state of the art buildings. It is a learning environment where all students have the opportunity to be high achievers, make good friends, contribute to their community and take part in a wide range of extra-curricular activities.

### CPD AND TRAINING - WE INVEST IN YOU!

We aim to offer exceptional teacher training and high-quality professional development programmes to new and experienced staff to support them in excelling in their career.

Our programmes are facilitated by experienced school leaders, who have exemplary records in leadership and improving outcomes for their students. We are able to cater for specific requests and can offer custom-made support packages that focus on the quality of teaching and learning, curriculum development and aspects of Leadership and Management.

We currently offer:

- The National Professional Qualifications for Senior Leadership
- The National Award for Middle Leaders
- The Outstanding Teacher Programme
- The Improving Teacher Programme
- The Recently Qualified Teacher Programme

As The Linden Academy is part of a Multi-Academy Trust, there are fantastic opportunities to climb the career ladder. The Shared Learning Trust are a firm believer in helping all staff reach their full potential and developing their career within our Academies. If you are willing and wanting, we will do all we can to put you on the relevant courses and give you the right opportunities so you can keep achieving more in your career.

- **The Vale Academy, Dunstable 2-11**
- The Rushmere Park Academy, Leighton Buzzard, 2-9
- The Linden Academy, Luton 4-11
- The Chalk Hills Academy, Luton 11-18
- The Stockwood Park Academy, Luton 11-18

# VISION & VALUES



## 'STRIVE, ACHIEVE, BELIEVE'

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve more than they ever thought possible. At The Shared Learning Trust, we will provide exceptional opportunities for all to be aspirational and develop a passion and excitement for learning! We will ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well-rounded, self-respecting people. Our commitment to this vision can be demonstrated by our behaviours:

### STRIVE

We will:

- Provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be
- Continue to work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff
- Have a Cross-Trust focus on high achievement and standards, where children are supported to meet ambitious targets
- Focus on the development of all our staff through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression

### ACHIEVE

We will:

- Aspire to provide exceptional lessons and learning opportunities, incorporating effective use of new technologies, enabling our learners to be successful and innovative
- Shared strong trust approaches to our key issues, e.g. teaching, assessment, attendance and curriculum development
- Offer an interesting yet challenging curriculum in each of our academies
- By our all-through education, guarantee excellent 2-19 provision, with clear progression routes for all
- Continue to expect good behaviour and conduct at all times, allowing all to make progress and achieve excellence
- Place emphasis on collaboration with partners outside of our trust to maximise opportunities for all in our trust

### BELIEVE

We will:

- Enable all of our learners to develop and flourish, through close working and regular communication with our families and local community
- Care for our families beyond the school day, supporting the development of high self-esteem and belief
- Ensure that every child in our trust reaches their full potential by providing exciting opportunities both inside and outside of the classroom
- Promote can-do attitudes and resilience across the trust that develop belief and high expectation

# WELCOME FROM THE DIRECTOR OF PRIMARY EDUCATION

---



**BEX HOWE**  
**EXECUTIVE PRINCIPAL**  
**'MRS HOWE' BY EVIE, YEAR 1**

As a team, we pride ourselves on providing good quality support and education. The Vale Academy is continuing through an exciting period of adaptation to accommodate our ever-increasing new community.

Teachers are well supported through performance management and external and internal CPD. Aspiring leaders, middle and senior, have access to nationally accredited qualifications such as NAML and Senior Leader programmes. We work closely in partnership with the Luton Authority to provide opportunities for individuals to be recognised as Subject Leaders in Education and Local Leaders in Education.

The Vale Academy works in close partnership with its two sister primary academy's, The Linden Academy and The Rushmere Park Academy, and this partnership provides a wealth of opportunity for moderation, events, external and internal training and professional working.

In joining The Vale Academy, you would be joining a supportive staff team who place the children's needs at the centre of everything they do.

I look forward to meeting with you.

Best wishes,

Bex





# ABOUT THE VALE ACADEMY

## Behaviour and Safety of Students: 'OUTSTANDING'

"The behaviour of pupils is outstanding. Pupils have exceptionally positive attitudes to learning and act responsibly in managing both their own behaviour and helping others in the academy. This contributes to the friendly, social atmosphere in the academy. Pupils are proud of the academy. The buildings and grounds are neat and tidy, and pupils have plenty of room to play and places where they can sit quietly and reflect. Pupils all speak positively about how much they enjoy and value being a part of the academy, and this is evident in their very smart appearance and their impeccable manners"

## Quality of Teaching: 'GOOD'

"The strong, positive relationships between adults and pupils support the outstanding attitudes to learning that pupils show in lessons and around the school. All staff have high expectations of pupils' behaviour. Classrooms are well organised, bright and welcoming. They have been thoughtfully set up for the new age ranges of pupils on the academy's roll. Teachers have high expectations, assess pupils' progress accurately in lessons and provide work that children enjoy"

## Achievement of Pupils: 'GOOD'

"Children start school with skills and knowledge below those which are typical for their age. Pupils reach standards, in both English and mathematics that are higher than those expected for their age. Pupils' positive attitudes to their learning, together with careful assessment and planning by teachers to challenge pupils to do their best work, contribute strongly to the achievement being made."



# STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. Ranging from an extensive **Wellbeing package**, to free tea and coffee, you can be reassured that we have your best interests at heart.



Staff social events, including 5-a-side football and BBQs



Free eye test vouchers for all staff members



Free, onsite car parking at all academies



Reduced gym membership



Cycle to work scheme



Free tea & coffee plus a reusable Bamboo coffee cup for new starters



Support for all staff with an experienced licensed counsellor



Enhanced pension employer's contribution & death in service payment



Support with relocation, including a range of information and contacts



Online delivery drop off service, including Amazon deliveries



Refer a friend £500 bonus scheme

## CAREER PROGRESSION

Offering all our colleagues the opportunity to progress and flourish within their careers is paramount at The Shared Learning Trust.

To continue our support for all members of our staff community, we have partnered with the Teacher Development Trust, offering our colleagues the opportunity to further their professional development by studying for specialist NPQs which are all completely funded.

We also offer CPD through The National College, offering a huge variety of CPD courses to all staff.



All colleagues have access to Perkbox, our Employee Benefits Programme, offering them a huge range of perks from vouchers, to free hot drinks or sausage rolls, from online gym classes to free online movies and a substantial **wellbeing package**.

When it's your birthday, you can also choose from a wide range of birthday boxes, complimentary of us!



## MEDICAL

Perkbox also provides access to 24/7 access to GP appointments, confidential support and guidance through our Employee Assistance Programme.

Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a **wellbeing portal**, full of resources and videos.

# JOB DESCRIPTION

JOB TITLE	Assistant Headteacher
RESPONSIBLE TO	Head of School
SALARY	L1-L4 £42,195 - £45,343

---

## MAIN DUTIES & RESPONSIBILITIES

The duties outlined in this job description are in addition to those covered by the latest School Teachers’ Pay and Conditions Document. It may be modified by the Head Teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

- To be an exemplary teacher, having high expectations and providing an excellent role model of high quality teaching and learning within well managed, safe and happy learning environments.
- To carry out all responsibilities with due regard to equal opportunities.
- To ensure that all pupils and staff fulfil their potential by encouraging high expectations within the school.
- To assist the Head of School in determining, organising and implementing and monitoring an appropriate curriculum for the school, including working with curriculum co-coordinators and teams.
- To undertake a range of administrative and organisational responsibilities to ensure the effective running of the school.
- Work in partnership with the Head of School to lead, motivate, challenge and to develop staff to ensure continuous school improvement.
- Support the Head of School in the setting and evaluation of school and pupil results and use performance data to inform whole school and individual pupil targets, leading staff in a regular review of progress against targets, implementing change as necessary, ensuring high levels of attainment which meet the needs and potential of all pupils.
- Support colleagues in their teaching through effective assessment and accurate data analysis, working to ensure that whole school systems for assessing pupil progress are rigorous and accurate.
- Assist the Head of School in developing and maintaining the caring ethos of the school and to nurture relationships between governors, staff, parents and pupils, outside agencies and other community partners.
- Undertake any professional duties reasonably requested by the Head of School including leading English.
- Take an active role in the day to day running of the school.
- To ensure the safeguarding of all pupils.
- To implement policies and procedures to promote high standards of behaviour and positive attitudes for all pupils.
- To support the Head of School on the recruitment, deployment and performance of staff.
- Teaching commitment as directed by the Head of School



# PERSON SPECIFICATION

This post requires a DBS check, as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.

EDUCATIONAL AND PROFESSIONAL QUALITIES	ESSENTIAL	DESIRABLE	SOURCE OF EVIDENCE
Teaching Qualification	X		AF
<b>EXPERIENCE</b>			
Experience of a successful middle / senior leader within a school	X		IV/AF
Experience of leading, coaching and motivating staff	X		IV/AF
Experience of having led or significantly contribute to the success of a school through leadership and teaching	X		IV/AF
Demonstrable experience of strong organisational skills	X		IV
Experience of Ofsted inspection framework and 'outstanding' teaching and learning	X		IV/AF
Experience of leading a curriculum team through a successful Ofsted inspection		X	IV
<b>SKILLS / KNOWLEDGE ABILITIES</b>	X		
Be able to work effectively as a part of a small team	X		IV
Be able to show initiative and can bring new ideas to the team	X		IV/AF
Have a strong commitment to the school's inclusive value and community ethos	X		IV/AF
Proven understanding and experience of school improvement processes and school self-evaluation	X		IV
Demonstrate an excellent understanding of the primary curriculum	X		IV
Proven skills in people management	X		IV
The ability to motivate staff and students to high levels of achievement	X		IV
High level interpersonal skills with the ability to work and develop relationships all key stakeholders	X		IV
Outstanding knowledge of high quality teaching and learning in all curriculum areas, with particular focus on phonics and Literacy	X		IV
An understanding of and commitment to equalities, safeguarding and health and safety	X		IV
The ability to be innovative, versatile and flexible and to work outside of established norms including being responsive to changing needs, arising situations and opportunities.	X		IV
A commitment to ensuring excellence in teaching and learning and to promoting a culture of continuous monitoring and effective use of data.	X		IV

# PERSON SPECIFICATION

SKILLS / KNOWLEDGE ABILITIES	ESSENTIAL	DESIRABLE	SOURCE OF EVIDENCE
Strong organisation and planning skills with the ability to manage competing demands effectively.	X		IV
An up to date knowledge of the national curriculum and other primary strategies			IV
An exceptional leader of maths		X	IV
<b>OTHER</b>			
A commitment to the aims and values of the school and of The Shared Learning Trust.	X		IV
A commitment to own and others professional development.	X		IV
A commitment to maintaining the highest professional standards at all times.	X		IV

AF = Application Form      IV = Interview      REF = Reference      PT = Presentation and/or test

**We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.**



# RECRUITMENT BOOKLET



The Shared Learning Trust

THE VALE  
ACADEMY

The Shared Learning Trust  
THE CHALK  
HILLS ACADEMY

The function of education is to teach  
one to think intensively and to think  
critically. Intelligence plus character  
that is the goal of true education.

Martin Luther King. Jr

THE SHARED  
LEARNING  
TRUST

---

SEE MORE AT

---

[WWW.THESHAREDLEARNINGTRUST.ORG.UK](http://WWW.THESHAREDLEARNINGTRUST.ORG.UK)