

ASSISTANT HEADTEACHER

**GRADE: Leadership (L3 to L7)**

**ACTUAL SALARY: £44,331pa to £49,019 pa**

**CONTRACT: Full Time**

**START DATE: September 2022**

CANDIDATE INFORMATION PACK

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Version: May 2022

**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
* About North East Derbyshire Support Centre
* Job advertisement
* Job description and person specification
* Safeguarding and checks
* Application process and timeline

**Welcome from Esteem Multi-Academy Trust**

A person with a beard and mustache

Description automatically generated with low confidenceDear applicant,

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

The North East Derbyshire Support Centre provides programmes of education to students 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 Key Stages 2, 3 and 4, at 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 students to access educational opportunities via an individualised curriculum, and, as much as possible, enabling and supporting them to be active citizens in the wider community.

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 a school visit please contact Kirsty Blake, HR Advisor, via email ([hr@esteemmat.co.uk](mailto:hr@esteemmat.co.uk)) or visit our website at [www.esteemmat.co.uk/jointheteam](http://www.esteemmat.co.uk/jointheteam). Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully

![A drawing of a face

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Julian Scholefield

**Chief Executive Officer**

**About Esteem Multi-Academy Trust**

Esteem Multi-Academy Trust currently comprises of eleven 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 750 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, 3 alternative provision academies 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.

**About North East Derbyshire Support Centre**

A picture containing person, person, wall, smiling

Description automatically generated The North East Derbyshire Support Centre 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 Key Stages 2, 3 and 4, at sites located in Chesterfield and in the High Peak. We are looking to recruit an inspiring leader to join our Senior Leadership Team to predominantly lead the KS2 site at Barrow Hill but also to develop our curriculum offer and leadership across the whole academy. We welcome applications from candidates who will align to our vision and ethos at this exciting time in our academy developments.

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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 Support Centre, whether that be re-integration into mainstream, further education or employment. Our Vision: "Inspire, Achieve, Exceed"

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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

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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

Further information about our Support Centre can be found on the website at [www.nedsc.derbyshire.sch.uk](http://www.nedsc.derbyshire.sch.uk)

Yours faithfully,

Janine Dix

Janine Dix

Headteacher

**Advertisement**

**Job Title:** Assistant Headteacher

**Location:** Based at the Barrow Hill site (Station Road, Barrow Hill, Chesterfield, S43 2PG predominantly). However, the academy consists of 3 sites and the role will involve work at all 3 sites as Assistant Headteacher. Other sites include, Hasland site (The Green, Hasland, Chesterfield, S41 0LN), High Peak site (25 High Street, Chapel-en-le-Frith, SK23 0HD). Travel to all three sites is expected with mileage expenses available to be claimed from the nominated base.

**Grade/Scale:** £44,331pa to £49,019pa (Leadership 3-7)

**Start date:** September 2022

**Contract:** Full Time permanent

It is a really exciting time in the academy’s development as we look to expand our provision, enhance the curriculum offer and build a reputation as the alternative provider of choice in the county. We have made some really exciting appointments in the last few months at a time where recruitment presents it challenges and we are now developing our leadership team to build capacity and develop the current and future educational offer we give to our pupils.

You must be able to demonstrate the capacity to offer exceptional leadership and managerial skills. The ideal candidate will have significant experience and knowledge of working with children and young people with a range of complex needs, particularly at KS2 and 3. The role involves leadership of the KS2 nurture site at Barrow Hill which is currently open for 4 days per week for dual registered KS2 pupils at risk of permanent exclusion. Pupils are allocated places for a short period to develop their behaviour and positive strategies to successfully reintegrate them back into their mainstream school on a full- time basis. The successful candidate will join a team of 2 STLAs.

This role is full time to allow for whole academy leadership development across the other sites. You will have proven success in leading a team in delivering a personalised curriculum to pupils with a broad range of needs including challenging behaviour and communication difficulties in either mainstream, Special or AP provisions. You will have experience of building excellent relationships with pupil, staff, parents, governors, other schools and officers in a multi-academy trust and the local community.

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, senior team and also from the wider school improvement team from the Esteem MAT.

Benefits include: Teachers’ Pension Scheme, Westfield Health membership and free parking.

For further information and/or to arrange a school visit please contact Kirsty Blake, HR Advisor, via email ([hr@esteemmat.co.uk](mailto:hr@esteemmat.co.uk)) or visit our website at [www.esteemmat.co.uk/jointheteam](http://www.esteemmat.co.uk/jointheteam). Please use the relevant application form on the MAT website; CVs alone will not be accepted.

**Closing date for applications: Friday 20 May 2022 (12 noon)**

**Interview date: WC 23 May 2022**

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**

**North East Derbyshire Support Centre, Esteem Multi-Academy Trust**

**Salary:** L3 to L7

**Hours:** 32.5

**Contract type:** Full time permanent

**Reporting to:** Headteacher

**Responsible for:** Barrow Hill site and nurture

**Main purpose:**

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

• Ensuring that the academy offers an appropriate and relevant nurture package to meet the

needs of Derbyshire pupils at risk of permanent exclusion at KS2

* Developing other relevant offers and initiatives for the Local Authority to commission that

will meet the needs of KS2 pupils

* Ensuring that the offer is accessible and ambitious and provides pupils with the

necessary skills for their next steps in re-integration back to mainstream

* Site development to ensure a quality environment

• Monitoring of the quality of education on offer and provide robust evidence

• Development of the curriculum intent

• Staff delivery and teaching implementation which will be of high quality

* Monitoring the quality of education at the Barrow Hill site
* Ensuring that the academy develops consistent high standards of education
* Line management of Specialist Teaching and Learning Assistants at the Barrow Hill site

• Development and maintenance of data and progress systems

• Baseline testing and target setting

• Formulating the aims and objectives of the academy

• Establishing policies for achieving these aims and objectives

• Management of resources and the site budget

• Monitoring progress towards the achievement of the academy’s aims and objectives

• Researching and embedding of effective pedagogical approaches to support pupil learning

• 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

* Increasing capacity of the provision depending on pupil need

• Leading on appropriate interventions such as phonics across the whole academy

* Leading on appropriate nurture curriculum development across the whole academy, where

required

* Leading the Thrive, or other appropriate behaviour/resilience initiatives, across the academy
* Identifying pupil need and leading on academy developments to ensure that pupils have a

quality curriculum and are making progress which is evidenced

**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 consists of three sites and we require consistency across all sites
* Serve in the best interests of the academy’s pupils.

**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
* 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
* Encourage high standards of behaviour from pupils, built on rules 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 to increase the capacity of the provision.

**Teaching, curriculum and assessment**

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

* Establish and sustain high-quality teaching at the KS2 site
* Ensure teaching is underpinned by effective pedagogy and adaptive teaching
* Effectively use formative assessment to inform strategy and decisions
* Effectively use data systems to evidence progress from a pupil’s baseline towards targets
* Ensure the offer is appropriate for the pupil needs
* Ensure that all staff are phonics trained and lead on CPD to develop literacy across the academy
* Ensure that the Thrive principles are clear to all staff and embedded across the whole academy in daily practice
* Have a small teaching role at the other sites where required to model good practice

**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 at KS2
* 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
* Make sure the academy fulfils statutory duties regarding the SEND Code of Practice.

**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 for KS2 so that the site can operate effectively
* Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of duty of care
* Manage staff well at the KS2 site, with due attention to workload
* 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.

**Professional development**

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

* Ensure staff have access to appropriate and quality professional development opportunities
* Keep up to date with developments in education
* Seek training and continuing professional development to meet needs.

**Governance, accountability and working in partnership**

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

* Ensure that KS2 staff understand their professional responsibilities and are held to account
* Ensure the site effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
* Work successfully with other academies, referring schools and organisations
* Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

**Other areas of responsibility**

* To keep up to date with, and actively monitor, national, regional and local developments in the curriculum practice
* To support staff in the understanding of the intent, implementation and impact of the curriculum
* To write and review the KS2 development plan which contributes to the school evaluation summary and school improvement plan
* To monitor pupil progress
* To lead on any site developments or other commissioning arrangements from the Local Authority for KS2 pupils.

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.

**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 CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

**Person Specification: Assistant Headteacher**

**North East Derbyshire Support Centre, Esteem Multi-Academy Trust**

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| --- | --- |
| CRITERIA | QUALITIES |
| **Qualifications and training** | * Qualified teacher status * Degree |
| **Experience** | **ESSENTIAL**   * Management experience in a school * Teaching experience at KS2 * Experience of working with challenging and vulnerable young people * Involvement in school self-evaluation and development planning * Demonstratable experience of successful line management and staff development * Experience in curriculum development * Experience in supporting effective teaching and learning practice * Experience in developing and maintaining of quality assurance processes * Experience of implementing a range of reading interventions and phonics     **DESIRABLE**   * Experience of working in a non- mainstream education establishment * Experience of implementing appropriate curriculum offers to meet the needs of a range of vulnerable pupils * Teaching at KS3 |
| **Skills and**  **knowledge** | **ESSENTIAL**   * Understanding of a high quality nurture package * Understanding of effective approaches to learning * Ability to develop positive pupil behaviour strategies * Data analysis skills, and the ability to use data to set targets and measure progress * Understanding of high-quality teaching, and the ability to model this for others and support others to improve * Effective communication and interpersonal skills * Ability to communicate a vision and inspire others * Ability to build rapport with challenging pupils with varying needs * Ability to safeguard vulnerable pupils and liaise with other professional agencies and social workers * Ability to build effective working relationships * Knowledge and understanding of the Ofsted framework   **DESIRABLE**   * Knowledge of the EHCP process * Ability to teach the KS3 curriculum |
| **Personal qualities** | **ESSENTIAL**   * A commitment to achieving the best outcomes for all pupils and promoting the ethos and values of the academy * Hardworking and flexible * Ability to work under pressure and prioritise effectively * Ability to maintain resilience and positivity * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position. |

**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 student’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 2021’ 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 [www.esteemmat.co.uk/jointheteam](http://www.esteemmat.co.uk/jointheteam) or you can email [hr@esteemmat.co.uk](mailto:hr@esteemmat.co.uk) to request a copy. Please specify the job vacancy for which you wish to apply.

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: Friday 20 May 2022 (12 noon)**

**Interview date: week commencing 23 May 2022**

Completed application forms can be returned electronically to the HR team via email to [hr@esteemmat.co.uk](mailto:hr@esteemmat.co.uk)

If you wish to submit your application form by post, please return it to the following address:

**Private & Confidential: HR Team, Esteem Multi-Academy Trust, Suite 43, Pure Offices, Lake View Drive, Sherwood Park, Nottingham, NG15 0DT**