



**North East Derbyshire  
Support Centre**

## **ASSISTANT HEADTEACHER (Curriculum & Progress)**

**GRADE: L8-L12**

**ACTUAL SALARY: £50,151 to £55,338**

**Contract: Full time Teacher**

**Start Date: September 2021**

## **CANDIDATE INFORMATION PACK**



---

## What is 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
- About the School
- 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.

We are eager to appoint an experienced and inspirational leader to join our Senior Leadership Team in a role crucial to the future development of the school. We are looking for someone with vision and drive, and a proven track record of successful leadership.

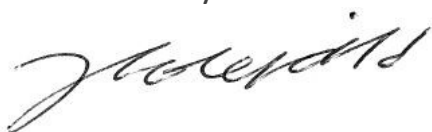
The North East Derbyshire Support Centre is an AP Academy providing programmes of education to students identified as being at risk of exclusion, or who have already been permanently excluded from mainstream education. We meet the varied and complex needs of children in Key Stages 2, 3 and 4, at sites located in Chesterfield and in the High Peak.

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

For further information, please contact Matt Morris, Headteacher, on 01246 237640, via email to [mmorris@nedsc.derbyshire.sch.uk](mailto:mmorris@nedsc.derbyshire.sch.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



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 £23 million and plans are in place to expand further.

Esteem Multi-Academy Trust has grown from seven to 11 academies within its first 18 months and now includes 7 special schools and 3 support centres (PRUs) and a primary school with enhanced resource provision educating young people with a range of additional needs. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND). 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 our collective efforts will achieve a better outcome than we can as individual schools. 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 post of Assistant Headteacher at North East Derbyshire Support Centre. I am very pleased that you are considering applying to work at our Support Centre.

The North East Derbyshire Support Centre is an AP (alternative provision) Academy providing education to students who are at risk of permanent exclusion or who have already been permanently excluded from mainstream education. Our provision caters for students in Key Stages 2, 3 and 4, at sites located in Chesterfield and in the High Peak.

Whilst the majority of our students have been permanently excluded, we work closely with local school clusters and the local authority to provide education opportunities to young people who are at risk of exclusion. Such placements have been highly successful in preventing numerous permanent exclusions in Derbyshire.

We are committed to working in partnership with young people, their parents and carers, their schools and other agencies to re-engage and enable them to become successful learners and responsible citizens. Where students are able to demonstrate positive behaviour and a desire to achieve, we aim to help them transition back to mainstream school. For those who require a more alternative approach, we provide a balanced and varied curriculum, delivered through high quality teaching and learning.

Alternative Provision is not a last resort for young people. For some it is the most appropriate way to meet their needs and put them back on a pathway to success.

As well as making a positive contribution to the lives of our students, we can offer you:

- a supportive, collaborative, and friendly staff environment in a setting where you will have the chance to make a real and positive impact on the lives of NEDSC students.
- professional and continuous training programmes and a supportive career progression.
- generous pension schemes (Teachers'/ LGPS Pension Scheme)
- A range of health and wellbeing services through Westfield Health
- Free, on-site car parking
- School social events
- A commitment to staff well-being.

---

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills, experience, and strength of character to fulfil the challenges of the role. The closing date for applications is 12:00pm on 24 May 2021

Interviews for this post will be held w/c 24 May 2021.

I wish you well in your application.

Yours faithfully,

Matt Morris  
Headteacher  
North East Derbyshire Support Centre

---

## About North East Derbyshire Support Centre

The North East Derbyshire Support Centre is an AP Academy providing 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.

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"

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

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

---

## The advertisement

**Job Title:** Assistant Headteacher (Curriculum & Progress)

**Location:** High Peak site, 25 High Street, Chapel-en-le-Frith, SK23 0HD, with regular travel to the school's other sites.

**Grade/Scale:** L8 to L12 Actual Salary £50,151 to £55,338

**Start date:** September 2021

**Contract:** Full time Teacher

The North East Derbyshire Support Centre is an AP Academy providing 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 seeking an experienced and inspirational leader to join our Senior Leadership Team in a role crucial to the future development of the school. We are looking for someone with vision and drive, and a proven track record of successful leadership.

Ideally, you will be familiar with alternative provision or have experience of working with challenging behaviours and complex needs. Either way, we are looking for an energetic and flexible individual who is capable of modelling strong relationships and upholding high standards of behaviour. Our future Assistant Headteacher needs to be a self-starter; highly motivated and capable of working independently, whilst capable of leading highly successful teams.

The role has two key strands; the strategic oversight of curriculum and progress for all pupils and sites, and the leadership and management of the High Peak site in Chapel-en-le-Frith. Both strands of the role are of equal importance, and candidates should consider all aspects of the job description when applying. At site level, the Assistant Headteacher will lead and manage the High Peak staff team, the site's education offer, and deal with matters as they arise on a day-to-day basis, including the behaviour of pupils and parental engagement. At whole-school level, the Assistant Headteacher will strategically lead on curriculum development and implementation, building on the school's existing mastery curriculum at KS3 and broad education offer at KS4. The successful candidate will also oversee assessment practice and monitor the progress of pupils against local and national standards, using a range of assessment measures including our own holistic measure of pupil progress.

This is an excellent opportunity for an ambitious leader who is heading towards Headship, given the level of independent working and decision-making, and the importance of the role's whole-school portfolio.



---

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

For further information, please contact Matt Morris, North East Derbyshire Support Centre, on 01246 237640, via email to [mmorris@nedsc.derbyshire.sch.uk](mailto:mmorris@nedsc.derbyshire.sch.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: 24 May 2021 (12:00pm)**

**Interview date: w/c 24 May 2021**

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.

## Job description and person specification

### Job Description: Assistant Headteacher Esteem Multi-Academy Trust

<b>Post Title:</b>		Assistant Headteacher (Curriculum & Progress)
<b>Location:</b>		High Peak site, 25 High Street, Chapel-en-le-Frith, SK23 0HD, with regular travel to the school's other sites
<b>Purpose:</b>		<ul style="list-style-type: none"> <li>To be a member of the Senior Leadership Team (SLT) with specific responsibility for whole-school curriculum development and implementation, and oversight of pupil progress. To be site lead for the High Peak site based in Chapel-en-le-Frith.</li> </ul>
<b>Reporting to:</b>		Headteacher
<b>Responsible for:</b>		Line management of the High Peak team
<b>Liaising with:</b>		tbc
<b>Working Time:</b>		Full time teacher
<b>Salary/Grade:</b>		L8 to L12 Actual Salary £50,151 to £55,338
<b>Disclosure level</b>		Enhanced
<b>PRINCIPLE RESPONSIBILITIES</b>		
<b>To achieve the above</b>		<p><b>Specific Responsibilities:</b></p> <ol style="list-style-type: none"> <li><b>To lead the development and implementation of the school's curriculum offer across all key stages and sites</b> <ul style="list-style-type: none"> <li>To work with the SLT to review, develop and implement a curriculum offer that matches the school's curriculum ambitions and the needs of all pupils</li> <li>To develop options and pathways that meet the individual needs of pupils, as part of a broad and balanced curriculum. Working alongside the Headteacher to ensure that the broad curriculum offer is financially efficient</li> <li>To work alongside the Assistant Headteacher (Personal Development) to develop and embed the school's personal development curriculum</li> <li>Be responsible for ensuring that qualifications are appropriate and remain valid, advising the SLT on changes and innovations being implemented nationally</li> <li>To coordinate with the other relevant members of SLT to plan the whole-school timetable, advising on recruitment, and ensuring that staff teaching commitments are appropriate, and used efficiently and effectively</li> </ul> </li> </ol>

		<p><b>2) The strategic leadership of all aspects of assessment, data collection and the analysis of pupil progress</b></p> <ul style="list-style-type: none"> <li>To embed the effective use of assessment to inform planning and to identify underperformance leading to strategies of support and intervention used to raise attainment, and to secure the best possible outcomes for pupils</li> <li>To ensure that all pupils undertake a baseline assessment on entry and establish a starting point from which to measure progress</li> <li>To oversee the process of target setting, taking into consideration baseline data and prior data from mainstream schools</li> <li>To plan and publish an annual cycle of assessments and to ensure that staff adhere to assessment deadlines</li> <li>To oversee parental reporting</li> <li>To oversee the publication of all public examination results</li> <li>To analyse and report the outcomes of public examination results to staff, SLT, the Trust and the local governing board</li> <li>To regularly analyse performance data and present relevant information to SLT, the Trust and the local governing board</li> </ul> <p><b>3) The leadership of intervention strategies</b></p> <ul style="list-style-type: none"> <li>To oversee pupil premium spending, assessing the impact and preparing an annual report for SLT and the local governing board</li> <li>Oversight of reading and literacy strategies, working with other colleagues to implement a robust programme of identification and intervention</li> </ul> <p><b>4) Leadership of the High Peak site</b></p> <ul style="list-style-type: none"> <li>Leadership and line management of the High Peak staff team, to include staff appraisal and staff development</li> <li>Implement the school's curriculum plans at site level</li> <li>To embed a positive culture, attitude and ethos that ensures the site is a harmonious place to work and study</li> <li>Liaise with other staff in the school to ensure the smooth running of the site, including ensuring that the site is educationally fit for purpose, safe for pupils and staff, and free from matters that may disrupt learning</li> <li>Facilitate public examinations at the High Peak site</li> <li>Manage the site's resource budget</li> <li>To deal with matters on a daily basis, as they arise</li> <li>Attend the Peak 11 Pastoral Panel, working collaboratively with local schools</li> <li>Will be the Deputy Designated Safeguarding Lead, responsible for pupils in the High Peak</li> </ul> <p><b>General Responsibilities:</b> As a member of the senior leadership team (SLT), the Assistant Headteacher will:</p> <ul style="list-style-type: none"> <li>Act with a high degree of professionalism and be a role model in the dissemination and application of school policy and practice</li> <li>Uphold the highest possible standards, with high expectations of both staff and pupils</li> <li>Work with other members of the SLT to establish the vision and ethos for the school</li> <li>Work with other members of the SLT to monitor and evaluate the school's progress, contributing to both the Self-Evaluation Form and the School Improvement Plan</li> </ul>
--	--	---

		<ul style="list-style-type: none"> <li>• Attend relevant internal and external meetings, including those of the Trust and the local governing board, as required</li> <li>• Take responsibility for the review and development of school policies and systems, as designated</li> <li>• Urgently respond to important tasks to ensure the effective management of the school, and to ensure that disruption to teaching and learning is minimised</li> <li>• Undertake an agreed teaching commitment</li> </ul> <p>Additionally, the Assistant Headteacher will respond to and take responsibility for day-to-day matters as they arise. The Assistant Headteacher will deputise for other members of the SLT as required, and undertake other tasks assigned by the Headteacher.</p>
<b>Other Generic Responsibilities:</b>		
<ul style="list-style-type: none"> <li>• Represent and promote the ethos and values of Esteem Multi-Academy Trust</li> <li>• To take and be accountable for all decisions made within the parameters of the job description</li> <li>• Participate with performance management and training and activities that contribute to personal and professional development</li> <li>• Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities</li> <li>• Provide a high standard of customer service in all dealings internal and external to the MAT</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified</li> <li>• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</li> <li>• 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</li> </ul>		
<p>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.</p>		

## Person Specification: Assistant Headteacher Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE		
<b>Essential</b>		<ul style="list-style-type: none"> <li>Graduate and Qualified Teacher Status</li> <li>Evidence of continued professional development at leadership level</li> <li>Commitment to ongoing research into school improvement</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>NPQSL or other leadership qualification</li> </ul>
KNOWLEDGE AND ABILITIES		
<b>Essential</b>		<ul style="list-style-type: none"> <li>Proven recent successful experience in a middle or senior leadership role</li> <li>Experience of whole school initiatives or strategies with an evidenced positive impact on school effectiveness or outcomes</li> <li>A thorough understanding of the Education Inspection Framework, in particular an understanding of the Quality of Education judgement and how this related to curriculum</li> <li>Thorough knowledge of the process of curriculum development; keeps abreast of changing educational priorities</li> <li>Evidence of high-quality teaching, including excellent knowledge of strategies for raising achievement</li> <li>Evidence of exceptional behaviour management</li> <li>Understanding of assessment, the use of data and experience of analysing and interpreting pupil data; benchmarking and target setting; keeps pace with national change and progress measures</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>Recent training or experience of the Education Inspection Framework</li> <li>Experience of alternative provision and/or experience of working with pupils with complex needs</li> <li>An understanding of the national agenda for alternative provision</li> </ul>
Professional & Leadership Skills		
<b>Essential</b>		<ul style="list-style-type: none"> <li>To work independently, confident in the decision-making process</li> <li>To lead a team of professionals, holding others to account and demanding the highest standards of performance</li> <li>To work effectively across a geographical area and with diverse teams/functions</li> <li>Ability to communicate a vision, inspire others and lead change</li> <li>A strong leader who enables staff and pupils to work to a high standard</li> <li>Committed to the safeguarding of pupils</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>Evidence of leading a highly effective team</li> </ul>

<b>Relationships</b>		
<b>Essential</b>		<ul style="list-style-type: none"> <li>• An ability to establish an ethos of positive relationships, modelled through own good relationships with staff, students, parents, and the wider community</li> <li>• Able to communicate effectively in oral and written form</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>• n/a</li> </ul>
<b>Personal Qualities</b>		
<b>Essential</b>		<ul style="list-style-type: none"> <li>• Highly motivated and energetic with a desire to succeed</li> <li>• A positive, enthusiastic outlook</li> <li>• Highly resilient and optimistic</li> <li>• Capacity to be flexible, adaptive and creative</li> <li>• Capacity for growth and improvement; can act upon feedback to improve personal performance</li> <li>• Understands the importance of staff and pupil welfare</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>• n/a</li> </ul>

---

## 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 2020' 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 [jill.robertson@nedsc.derbyshire.sch.uk](mailto:jill.robertson@nedsc.derbyshire.sch.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: 24 May 2021 (12:00pm)**

**Interview date: w/c 24 May 2021**

Completed application forms can be returned electronically to the HR team via email to [jill.robertson@nedsc.derbyshire.sch.uk](mailto:jill.robertson@nedsc.derbyshire.sch.uk)

If you wish to submit your application form by post, please return it to the following address:  
**Private & Confidential: Jill Robertson, North East Derbyshire Support Centre, The Green, Hasland, Chesterfield, Derbyshire, S41 0LN**