



# Parbold Douglas

CHURCH OF ENGLAND ACADEMY

Applicant Pack

Assistant Headteacher  
September 2024



# Welcome

Thank you for your interest in this Assistant Headteacher vacancy at Parbold Douglas Church of England Academy. We are a happy, inclusive school, driven by our vision for a society transformed by a generation of young people who are passionate about justice and love.

Parbold Douglas provides primary education, serving the community of Parbold (West Lancashire) and its surrounding area. Located in a beautiful, expansive setting to the west of Parbold Hill, we are delighted to admit 30 children each year. We are also home to Parbold Douglas Nursery – a popular, well-resourced Early Years setting for children between 1 and 4 years old. We recently retained our Outstanding Ofsted judgement in November 2023. The school was recognised for its continued pursuit of excellence, evolving with intent and keeping the children at the heart of what we do. We are a 1-1 iPad school in Key Stage 2.

Our school pursues a deeply Christian vision. **We seek to nurture children, equipping them with the vision, passion and skills needed to transform society.** We want children to be ‘fired up’ about building God’s Kingdom here on Earth enacting positive change and going one step further in the service of others. This is a Kingdom of peace, love, joy, unity, equality, respect, forgiveness and compassion. It is a Kingdom where all can flourish, finding belonging and fulfilment.

To fulfil this ambition, we rely on our culture of togetherness. As a team and school family, we actively seek to serve one another. We learn together through a broad, challenging curriculum. We grow together in faith, wisdom and character. We struggle and face challenge together. We celebrate and succeed together. **We flourish together**, enacting positive change at a local, national and global level.

All this, we do joyfully. **Parbold Douglas is an exceptionally happy place to be.**

It is an exciting time for Parbold Douglas. The successful candidate will join me as the newly appointed Headteacher; I was previously the Assistant Headteacher. Parbold Douglas is at the forefront of learning (evidenced in our Ofsted report) and we are constantly evolving areas we identify for improvement. We would be keen to hear from those who have an interest in the role technology, in particular iPad, can play in Teaching and Learning. All KS2 have 1-1 iPad devices and we use Showbie throughout school.

Primary education spans seven years, but its impact lasts a lifetime. We intend to make these seven years some of the very best. If you share our vision and want to join a forward-thinking team, we would be delighted to hear from you.

Chris Lawson  
Headteacher





# Vacancy details

Parbold Douglas Church of England Academy is looking to appoint an organised, ambitious and nurturing Assistant Headteacher to take up post from 2<sup>nd</sup> September 2024.

The role of a teaching Assistant Headteacher is instrumental as we pursue our exciting Christian vision: to nurture children, equipping them with the vision, passion and skills needed to go forward and transform society. The position will carry significant whole-school leadership responsibilities. These will be agreed upon appointment, according to the strengths of the successful candidate and the needs of the school. We are looking for somebody who is reflective and who is, first and foremost, an exceptional classroom practitioner, serving as a role model to others on the team.

The successful applicant will receive additional release time (above the normal PPA entitlement) to enable them to carry out their responsibilities effectively. They will also be a core member of the Senior Leadership Team (SLT) and will attend weekly SLT meetings.

<b>Job role:</b>	Assistant Headteacher
<b>Year group / Key Stage:</b>	To be confirmed upon appointment
<b>Working pattern:</b>	Full-time
<b>Contract type:</b>	Permanent
<b>Salary:</b>	L1 – L5
<b>Application closing date:</b>	Tuesday 14 <sup>th</sup> May 2024 @ 3pm
<b>Shortlisting:</b>	Thursday 16 <sup>th</sup> May 2024
<b>Interviews:</b>	Monday 20 <sup>th</sup> May 2024
<b>Start date:</b>	Monday 2 <sup>nd</sup> September 2024

We believe this to be an exciting leadership development opportunity and we hope that, when the time is right, the successful candidate will feel equipped to move on to the next stage in their leadership journey. Our vision is for a transformed society that knows no limits and we are passionate about helping to prepare a generation of school leaders who will re-shape schools around a distinctly Christian vision that serves the good of all.

For further information about the position, please refer to the Person Specification and Job Description within this applicant pack.



# Arranging a visit

We welcome visits to the school from potential applicants on the dates shown below:

Tuesday 7<sup>th</sup> May @ 11am | Tuesday 7<sup>th</sup> May @ 1pm | Tuesday 7<sup>th</sup> May @ 5pm

Thursday 9<sup>th</sup> May @ 11am | Thursday 9<sup>th</sup> May @ 2pm | Thursday 9<sup>th</sup> May @ 4pm

Visits can be booked by contacting Miss Lavinia Arnold on [admin@pda.lancs.sch.uk](mailto:admin@pda.lancs.sch.uk) or 01257 462007.

For an informal conversation about the position with the Headteacher, Mr Chris Lawson, please contact Miss Lavinia Arnold in the school office on [admin@pda.lancs.sch.uk](mailto:admin@pda.lancs.sch.uk) (or 01257 462007) to arrange a phone call.

# Applications

All applications **must be emailed to** [sbm@pda.lancs.sch.uk](mailto:sbm@pda.lancs.sch.uk). Applications submitted by post will not be considered.

Your application includes a **Letter of Application**. Please explain your suitability for the role (as set out in the Person Specification) and include any relevant personal qualities or experiences.

**Your Letter of Application should be no longer than 2000 words.**

# Interviews

Lesson observations will be part of the interview process. These will be at Parbold Douglas CE Academy on the day of the interview. Classes and arrangements will be confirmed after shortlisting.

Interviews will take place at Parbold Douglas CE Academy on Monday 20<sup>th</sup> May 2024.



# Person specification: Assistant Headteacher

Selection decisions will be based on the criteria below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

Items marked **A** will be assessed via your application form or your answers to the assessment questions.

Items marked **I** will be assessed at interview.

Items marked **Q** will be assessed via qualifications checks.

Items marked **R** will be assessed via references.

Please note: Many items are assessed via more than one of the above. Applicants who do not meet the essential criteria (marked **E**) will not be successful.

Criteria	Essential (E) or Desirable (D)	Assessed via
<b>[A] Leading in a Church of England school</b>		
1. An unwavering commitment to the Christian vision of the school.	<b>E</b>	I
2. A willingness to follow the example of Jesus in all aspects of their leadership.	<b>E</b>	I
3. A faith reference.	<b>D</b>	A
4. Understands how the school's Christian vision informs every aspect of the school's culture and ethos (from the design of improvement strategies to day-to-day decisions).	<b>E</b>	I
5. Experience of leading collective worship that is inclusive, invitational and inspirational.	<b>E</b>	I
<b>[B] Qualifications</b>		
6. Qualified Teacher Status (QTS).	<b>E</b>	Q, A
7. Degree.	<b>E</b>	Q, A
<b>[C] Professional development</b>		
8. Evidence of on-going professional development and a desire to learn.	<b>E</b>	I
9. Reads widely and regularly to develop own leadership and professional understanding.	<b>D</b>	I
10. Up-to-date safeguarding training.	<b>E</b>	I
<b>[D] School leadership experience and understanding</b>		
11. Experience of leading effective improvement at whole-school level (including the design and implementation of sustainable change).	<b>E</b>	I
12. Experience of working effectively to lead collaboratively as part of a team.	<b>D</b>	I
13. Experience of developing others / enabling others to improve.	<b>E</b>	A, I
14. Experience of working positively with parents and carers and an understanding of how to relate positively and professionally to all.	<b>E</b>	I
15. A willingness to 'lead by example' as a reflective classroom practitioner who constantly seeks to refine and improve.	<b>E</b>	A, I
<b>[E] Experience and knowledge of effective teaching and learning</b>		
16. Proven excellence in teaching pupils within the primary phase.	<b>E</b>	A, I
17. Thorough knowledge of effective curriculum design and effective teaching strategies across all phases within primary education (Early Years, Key Stage 1 and Key Stage 2).	<b>E</b>	A, I
18. An ability to promote inclusion and meet the needs of all pupils.	<b>E</b>	A, I
19. A commitment to embracing and celebrating diversity within and beyond the classroom.	<b>E</b>	I, R
20. An understanding of the impact that Technology can play in Teaching and Learning, in particular, the use of iPads.	<b>D</b>	A, I
<b>[F] Professional attributes</b>		
21. An ability to manage behaviour positively to ensure a calm, purposeful learning environment.	<b>E</b>	A, I
22. An ability to communicate effectively and appropriately, both orally and in writing, with a range of audiences.	<b>E</b>	A, I

23. Commitment to sustaining regular attendance at work.	<b>E</b>	R
24. Commitment to the professional development of self and others.	<b>E</b>	R
25. An ability to motivate, encourage and enable adults and children.	<b>E</b>	A, I
26. Understands when to step back and allow others to lead, enabling all to take ownership and develop.	<b>E</b>	I
<b>[G] Personal qualities</b>		
27. Maintains a healthy work-life balance and is able to model this to colleagues.	<b>E</b>	I
28. Seeks challenge and is excited by change.	<b>E</b>	I
29. Holds the belief that they can always be better.	<b>E</b>	I
30. Is open and willing to acknowledge mistakes (and will apologise with professionalism and sincerity where appropriate).	<b>E</b>	I
31. Analyses mistakes to ensure they become a positive learning experience.	<b>E</b>	I
32. Excellent emotional intelligence that enables strong empathy with others.	<b>E</b>	I, R
33. Committed to working with a high level of integrity and professionalism.	<b>E</b>	I, R
34. The ability to remain calm and perform effectively in challenging situations.	<b>E</b>	I, R
35. Excellent organisational skills and the ability to prioritise tasks, make decisions and manage time effectively.	<b>E</b>	A, I, R
36. Aware of own workload (and the workload of others) and uses time purposefully and effectively to enable all to work productively in the workplace.	<b>E</b>	I
37. Understands own weaknesses and aware of own areas for development by listening to others, reflectively systematically and actively seeking feedback.	<b>E</b>	I
<b>[H] Safeguarding</b>		
38. Displays an unwavering commitment to the protection and safeguarding of children and young people.	<b>E</b>	I, R
39. Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	<b>E</b>	I, R
40. Has up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with and protecting children and young people.	<b>E</b>	I
41. Will co-operate and work with relevant agencies to protect young people.	<b>E</b>	I

### **[I] Professional skills**

Each candidate will be expected to demonstrate an in-depth knowledge and understanding of the Teachers' Standards. Candidates will also be expected to be willing to work towards the Headteachers' Standards (2020).

### **[J] Confidential References and Reports**

Positive recommendations should be provided from all referees, including current employer.

### **[K] Application Form**

The form must be fully completed and legible.

The faith reference is a desirable criterion. Please leave blank if you do not have a faith reference.

The Letter of Application should be no more than 2000 words in length.



# Job description: Assistant Headteacher

<b>Post title:</b>	Assistant Headteacher
<b>School:</b>	Parbold Douglas Church of England Academy
<b>Pay range:</b>	Leadership Range 1 to 5
<b>Line manager:</b>	Headteacher
<b>Supervisory responsibilities:</b>	To be agreed upon appointment

At all times, the post holder is expected to demonstrate strong levels of competency within all areas of the Teachers' Standards (2012).

## Core purpose:

- Support the headteacher in the pursuit of the academy's deeply Christian vision.
- Support the headteacher to create and sustain a culture within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Within all areas of work, ensure that decision-making and planning is rooted in the academy's Christian vision and values.
- Secure excellent teaching for all staff to ensure high standards of learning and attainment across the academy.
- Within agreed areas of responsibility, lead on establishing and implementing a safe, calm and well-ordered environment for all pupils and staff, focussed on safeguarding pupils and developing exemplary behaviour in school and in the wider community.
- Deliver an excellent curriculum across all subject areas within your year group.
- Act as role model to other teachers, modelling the attitudes and reflective practice needed to excel and continually improve.
- Within agreed areas of responsibility, promote excellent teaching by providing structured support, coaching and strategic direction to all teachers and support staff.
- Use the best available research and evidence to inform decision-making and improvement planning.
- Within agreed areas of responsibility, evaluate academy effectiveness and identify areas for development, reporting back to the headteacher on a regular basis.
- Within agreed areas of responsibility, challenge underperformance and provide clear guidance and support for improvement, reporting back to the headteacher regularly.
- Hold all staff to account for their professional conduct.
- Lead by example to foster an open, transparent and equitable culture.
- As directed by the headteacher, report directly to the Governing Board, providing information on strategic development planning and the impact of actions taken.
- Build, develop and maintain effective relationships with parents and all members of the Parbold Douglas CE Academy community to enhance the education of all pupils.
- Uphold the highest standards of professional and business ethics, and support the headteacher and Governing Board in ensuring that this impacts on all aspects of the academy decision-making processes.
- Keep pupils safe and support the headteacher and Governing Board to implement and oversee the highest possible standards of child protection, prevent strategies and safeguarding throughout the academy.
- Represent the academy at relevant panels, working groups and meetings as required by the headteacher.
- Undertake other duties and responsibilities as is reasonably directed by the headteacher.

## Duties and responsibilities:

- Hold and articulate clear values and moral purpose, focussing on providing a high-quality education for all pupils and supporting the academy to realise its Christian vision.
- Demonstrate optimistic, empathetic personal behaviour, and positive relationships and attitudes towards pupils and staff, and towards parents, trustees and members of the local community.
- Lead by example – with integrity, creativity, resilience, honesty, and clarity – drawing on your own scholarship, and that of those around you.

- Sustain wide, current knowledge and understanding of the education sector and academy systems locally, nationally and globally.
- Support the headteacher in communicating a compelling Christian vision, equipping all pupils and staff with the vision, passion and skills needed to transform society.
- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to the academic and personal flourishing of all pupils.
- Secure excellent spiritual development opportunities for all pupils and staff.
- Promote courageous advocacy among pupils, equipping them to be champions for climate justice, social justice and, ultimately, for God's love.
- Establish and sustain an educational culture of collaboration as a basis for sharing best practice within and between schools.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of the best available research evidence to frame a self-regulating and self-improving academy.
- Support the headteacher to shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.

This job description is not your contract of employment, or any part of it. It may change either as your contract changes or as the organisation of Parbold Douglas CE Academy is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.





# Safeguarding statement

At Parbold Douglas, the welfare of children is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguard and promote the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for this position. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

## Disclosure and Barring Service (DBS) guidance

An individual is disqualified from working with children/vulnerable adults if he/she is included on one of the lists of those disqualified from working with children and/or vulnerable adults.

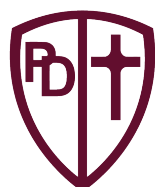
This post involves working with either children or vulnerable adults. It is therefore a post covered by the Rehabilitation of Offenders (Exceptions) Act 1975 and is a post regulated by the Disclosure and Barring Service. If you are successful, you will be required to apply to the Disclosure and Barring Service for a 'disclosure', to confirm any records held, prior to any final appointment decision being made by Parbold Douglas CE Academy.

Once your disclosure application has been completed it will be forwarded to the Disclosure and Barring Service, who will undertake a check which will include:

- Details of convictions, including those 'spent' under the Act stated above.
- Cautions, etc and (where appropriate) whether you are included on one of the barred lists preventing you from working with children and/or vulnerable adults
- Where appropriate, information taken from police records that a chief officer of a police force considers relevant to the application.

Note: A conviction is not necessarily a bar to recruitment, unless Parbold Douglas CE Academy considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.

It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position.



**Parbold Douglas**  
CHURCH OF ENGLAND ACADEMY