



ASSISTANT HEADTEACHER WITH RESPONSIBILITY FOR CURRICULUM, ASSESSMENT AND PROGRESS

GRADE: LEADERSHIP POINTS 04-08

SALARY: £50,807 to £56,082

START DATE: SEPTEMBER 2024

CANDIDATE INFORMATION PACK





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 Peak School Headteacher
- Welcome from Esteem Multi-Academy Trust
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline



Welcome from the Headteacher

Dear applicant,

Thank you for your interest in the post of full time Assistant Headteacher position at Peak School. I am very pleased that you are considering applying to work in our school.

I am excited to be joining Peak as the new Headteacher in April 2024. On my arrival, I will be expanding the school leadership team to include this new and important role. Peak are proud to be a part of the Esteem Multi Academy Trust.

Peak is a wonderful school that has recently undergone a period of significant change. It was inspected in December 2022 and received a 'requires improvement' judgement. Since then the school community has worked extremely hard to make progress, which has resulted in significant improvement. When I visited the school back in October 2023, I was blown away by the supportive staff team and wonderful students, and when offered the opportunity to be part of its future, I jumped at the chance. I can see the potential that the school has to be amazing, and I want to be part of its journey. Alongside my Deputy Headteacher, I am definitely up for the challenge, and we are looking for a likeminded Assistant Headteacher to join us. I am an experienced headteacher of a special school in Sheffield and cannot wait to get started at Peak.

The school has 82 children, aged from two to nineteen years old. We employ over 40 members of staff, and value the strong links we have with the wider community. I will be leading a hard working and committed staff team, who want to provide outstanding, challenging and exciting learning opportunities for our incredible students.

We place our wonderful students at the centre of everything that we do. Our motto is 'Unique people, individualised approach. We work hard to ensure that whilst at Peak, each student receives a bespoke aspirational offer, that ensures that they reach their potential and are prepared for 'life beyond Peak' whatever that may be. We believe strongly in teamwork and work closely with parents and carers to provide the best opportunities for our students.

Our pupils experience a range of special educational needs including profound and multiple learning needs, severe learning difficulties, autism and associated complex behaviour. Our school is made up of two buildings, both on the same site. One building provides education to pupils in the foundation stage, key stages one, two and three. Our second building is where our key stage four and five students learn.

As a Headteacher I am committed to promoting emotional wellbeing and positive mental health, and will embed a culture which values the happiness and emotional welfare of all our students, staff, parents, and stakeholders.



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 Peak 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
- 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 **Sunday 12 May 2024 at 23:59**. Should you wish to visit the school or discuss the post please contact me at jhowarth@peakschool.co.uk

Interviews for this post are likely to be held on **Thursday 23 May 2024**.

I wish you well in your application.

Yours faithfully,

Jo Howarth

Soon to be Headteacher
Peak School

Further information about our academy can be found on the website at www.peakschool.derbyshire.sch.uk



About Esteem Multi-Academy Trust

Esteem MAT was formed in 2018 and now consists of twelve academies from the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged. Therefore, inclusion is our watchword, and our vision is for Esteem to be a learning community of excellence for SEND and alternative provision in the Midlands. However, we want mainstream schools to join us too as they have many pupils with SEND or who are disadvantaged. We want all our pupils to achieve their full potential whatever type of school they attend.

Our vision is to be a Trust that:

- Leads and supports our academies to provide the highest standards of education and development for all our pupils
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality
- Provides a strong, collective voice for our academies at a local and national level
- Delivers support and SEND expertise to our academies and to other schools and local authorities

Our vision will be delivered via our three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

- We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.
- We will deliver high standards and value for money from our support services, resources, estate and technology.
- We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice

Our people are our most valuable resource. We invest in them by providing high quality specialist training, opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflect the diverse needs of the pupils. It is also important to us that our pupils feel they belong to their school community. This is why we believe that our schools need strong leaders and governors who understand their local context. Being part of a family of schools in a trust brings the added benefits of support and collaboration. We know that sharing ideas and working together are the best ways for our schools to continue to improve for the benefit of all our pupils.



The Advertisement

Job Title: Assistant Headteacher – Curriculum and Assessment Lead

Location: Peak School, Buxton Road, Chinley, High Peak, Derbyshire SK23 6ES

Grade/Scale: Leadership Points 04-08 £50,807 to £56,082

Start date: September 2024

Contract: Assistant Headteacher Full Time and permanent

Peak is an age 2-19 special school, with 82 pupils with a range of learning difficulties and diverse needs.

We are looking to appoint an outstanding leader, committed to achieving the best outcomes for our pupils. If you enjoy a challenge and want to make a difference come and join our team! We promise you an exciting, stimulating journey towards excellence for our pupils and our staff.

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

For further information, please contact me via email at jhowarth@peakschool.co.uk. To apply, please read the advertisement in full and apply at <https://www.esteemmat.co.uk/vacancies>.

Closing date for applications: 12 May 2024 (23:59)

Provisional Interview Date: 23 May 2024

We reserve the right to interview suitable candidates upon application and may close the application process prior to this date

Peak School and Esteem Multi-Academy Trust are 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 an Enhanced 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.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Job description and person specification

Job Description: Assistant Headteacher

Esteem Multi-Academy Trust

Post Title:	Assistant Headteacher
Location:	Peak School, Chinley, Derbyshire
Purpose:	<ul style="list-style-type: none"> To ensure that staff have the necessary knowledge and skills to deliver an ambitious, broad, balanced and enriching curriculum and that this is evidenced in practice To ensure that through the delivery of our curriculum, all pupils make appropriate levels of progress while they are with us, and are prepared for life beyond Peak To ensure that staff effectively assess and monitor the progress and achievement of all, and can adapt their teaching effectively to ensure maximum success Ensure creative, responsive and effective approaches to teaching and learning and ensure a culture and ethos of challenge and support
Reporting to:	Headteacher
Responsible for:	Curriculum, Assessment and Progress Lead
Liaising with:	Teachers, Governing Body, Pupils
Working Time:	Full Time
Salary/Grade:	Grade L4 to L8 Actual Salary £50,807 - £56,082
Disclosure level	Enhanced

PRINCIPLE RESPONSIBILITIES

To achieve the above	<p>Organisational management and academy improvement</p> <p>Under the direction of the Headteacher, the Assistant Headteacher will:</p> <ul style="list-style-type: none"> Support the development of the academy's ethos and strategic direction together with the governing board and through consultation with the academy community. Oversee and lead the curriculum taught across the school, including curriculum developments, overseeing subject coordinators and moderation against curriculum outcomes. Act as subject lead in one or more areas dependent upon specialism of post holder. Ensure all staff allocated receive appropriate CPD and performance Ensure classes are covered adequately in the absence of staff. Support with pupil annual reviews, as required. Support the Headteacher with development of the SEF and SIP and ensure the improvement strategies are implemented effectively. Support as required with academy policies and procedures in line with the level of role. <p>Qualities:</p> <p>The Assistant Headteacher will:</p> <ul style="list-style-type: none"> Uphold public trust in academy leadership and maintain high standards of ethics, behaviour and professional conduct
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- 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
- Serve in the best interests of the academy’s pupils.

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
- 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
- Teach a 0.2 timetable

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
- Contribute to the academy CPD events and Inset delivery.

Governance, accountability and working in partnership

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

- Ensure that the school 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.
- Contribute to Governance reports and attend the LGB on occasion.
- Work successfully with other academies 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.

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 training and activities that contribute to personal and professional development
- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- Provide a high standard of customer service in all dealings internal and external to the MAT
- 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 a manager to undertake work of a similar level that is not specified in this job description

- 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

Person Specification: Assistant Headteacher Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE	
Essential	<ul style="list-style-type: none"> • Qualified teacher status • First Degree or equivalent • Supported whole school strategic improvement to improve pupil outcomes • Evidence of recent leadership experience that has contributed to school self evaluation and the development of whole school priorities • Evidence of relevant training within the past five years • A commitment to undertake further relevant training • At least 3 years successful teaching experience as an outstanding teacher in the SEN sector • Experience of working with young people with complex needs, including PMLD, SLD, SEMH. • Experience of successfully leading curriculum teams and school initiatives within the last 2 years • Experience of successfully managing and coordinating staff within the last 2 years • Leadership qualification (or willing to undertake) – e.g. NPQML • Experience of monitoring and evaluating teaching and learning
Desirable	<ul style="list-style-type: none"> • Established leadership experience at middle management level within the last 2 years • Leadership experience in schools catering for students with learning difficulties and additional complex needs within the last 2 years • Recent experience of successfully leading a subject throughout school • Evidence of additional further educational and leadership qualifications – e.g. NPQSL • Experience of supporting a Headteacher and staff through a positive OFSTED experience • Experience of conducting performance management appraisals with teachers and support staff within the last 2 years
KNOWLEDGE AND ABILITIES	
Essential	<ul style="list-style-type: none"> • A demonstrable, passionate commitment to improving the lives and opportunities of children and young people with special educational needs and challenging behaviours • Knowledge of the teachers’ standards • Knowledge and understanding of assessment data and the ability to use data to monitor progress and identify areas of development • Up to date knowledge and understanding of the current national education agenda, especially the new Ofsted framework • Promote good to outstanding teaching, learning and behaviour • Safeguarding and Child Protection • Knowledge of a range of approaches to developing students’ communication skills • Communicate professionally and confidently with colleagues, other professionals and families
Desirable	<ul style="list-style-type: none"> • Good problem-solving strategies • Sensitivity and tenacity • Recent experience of leading initiatives and developments within a school or a school curriculum

Leadership skills	
Essential	<ul style="list-style-type: none"> • Ability to support the Headteacher in leading staff towards achieving outstanding outcomes for students • To lead on teaching and learning within a curriculum including monitoring curriculum coverage and overseeing pupil progress for pupils across all phases • Assist the Headteacher to initiate and manage change & improvement in pursuit of excellence in Teaching and Learning • Motivate and inspire by setting and following high standards in all aspects of the Assistant Headteacher role • Seek advice and support when necessary • Deal sensitively with people and resolve conflicts
Desirable	<ul style="list-style-type: none"> • Evidence of successful development planning • Ideas to contribute to the vision, leadership and strategic direction of the school. • Experience of successfully holding others to account for their performance e.g. in student progress and teacher appraisal meetings within the last 2 years • The ability to lead on planning for teaching and learning • Experience of successfully leading aspects of school improvement priorities within the last 2 years
Personal attributes	
Essential	<ul style="list-style-type: none"> • Adaptability to changing circumstances and ideas • Passion energy and enthusiasm • Professional, supportive and resilient • Reliability, confidentiality and integrity • Motivating and inspiring • Ability to listen and respond to all stakeholder in an empathic manner • Confidence to question the Headteacher and other school leaders on issues of professional judgements and decision making in an appropriate and informed manner.



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 2023' 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

To apply, please read the advertisement in full and apply at <https://www.esteemmat.co.uk/vacancies>.

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: 12 May (23:59)

Provisional Interview Date: 23 May 2024

We reserve the right to interview suitable candidates upon application and may close the application process prior to this date

For further information, please contact the school office on 0115 932 6374, via email to info@peakschool.co.uk.