

Assistant Headteacher (Provision and Standards)

Candidate Pack



Location: **Chelmsford, Essex**

Start Date: **January 2024**



Welcome letter from our CEO

Welcome to Bridge Academy Trust. We are excited to offer a new and strategic role as part of our Bridge Executive Board to drive improved provision and outcomes across our trust.

At Bridge Academy Trust we aim to appoint and develop professionals who have high expectations, are highly motivated and wish to work collaboratively with others to ensure our children have the best possible provision. In return the successful candidate will be part of a forward-thinking, collegiate and collaborative Trust where first and foremost, each school is a place of high-quality learning, where young people ENJOY, ENRICH & ACHIEVE.

Our core purpose at Bridge Academy Trust is to provide high quality continuity of every child's journey through education from 3 to 19, with a strong sense of 'community' and school-led school improvement approach, with a long term sustainable strategy.

We recognise that our staff are a precious resource and we are committed to excellence and ensure our staff are supported individually and collectively, building strong partnerships, to help us to achieve our aims and goals.

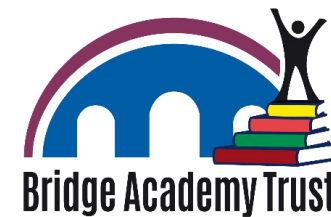
Mark Farmer
CEO

ENJOY

ENRICH

ACHIEVE

ASPIRE



About Us

Here at Bridge Academy Trust, we are dedicated to bringing about significant improvement to the life chances of our children. We want them to be safe, happy, well-educated and rounded young people who are active citizens and are fully prepared for the world beyond school; not just to cope with the world they will be part of, but to shape it.

Our commitment to achieving these goals for our children begins with the work of our amazing school leaders, teachers, support staff, trustees and governors. It is our collective responsibility to develop schools capable of delivering truly world-class education in the 21st Century. This is why we are fully committed to supporting and developing every member of staff to be the best that they can be.

It is the responsibility of the Bridge Executive Board working with and alongside school leaders, central staff and all school staff to deliver this strategy and to bring it to fruition. The Board of Trustees and Bridge Executive Board will receive regular information and feedback from staff at all levels to reflect and to monitor the impact of this strategy.

We are here to inspire, empower and educate. We are here with the knowledge, guidance and resources to enable you to become the best you can be.

Welcome to your Bridge Academy Trust journey.



Join us and be part of our trust

Bridge Academy Trust wants schools to work with each other in localities for the benefit of the local children and communities.

High quality continuity of every child's journey through education

High quality and effective transition work between key stages and school transfers, ensures that children are 'ready', academically, socially and emotionally for the next stage of their learning journey.

A community and school-led school improvement system

All children and adults are positive citizens within the areas they live and the school it serves

- **ENJOY** coming to school and learning experiences available to them;
- Are **ENRICHED** with a wealth of opportunities inside and outside of lessons and the curriculum, so that all talents are identified and nurtured;
- **ACHIEVE** high standards:
 - academically, in terms of examination results;
 - personally, through their respect for others and their environment;
 - socially, through their contribution to the life of the school and wider community



Acorn
Academy



Chipping Ongar
Primary



High Ongar
Primary



Mildmay
Primary



Moulsham
High School



Notley High School
& Braintree Sixth Form

Notley High &
Braintree Sixth Form



Oaklands Infant



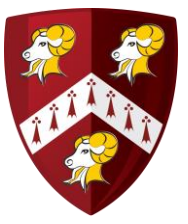
Ongar Primary



Richard de Clare
Community Academy



The Ongar
Academy



The Ramsey
Academy

Our People Strategy

Bridge Academy Trust wants schools to work with each other in localities for the benefit of the local children and communities.

We aim to transform teaching, leading, and learning to fulfil our commitment to giving our children, young people and our communities, the high-quality education they deserve. Each facet of our improvement strategy recognises the need for schools and the wider MAT to recruit, nurture, grow and plan for the succession of a high-quality workforce.



We recognise the development (support and challenge) of leadership at all levels as the key to sustainable school improvement and this is evident in our ongoing financial and resource planning. Frequent and regular time with core improvement team members provides our school leaders and those with leadership responsibility with mentoring, coaching and additional capacity to drive school improvement day to day and over time. There is a shared understanding that school leaders will then work with us to similarly develop staff within their schools, creating a high-quality, committed workforce across our trust.



Job Description

Job Title: Assistant Headteacher Provision And Standards

Full-time: Part-time (0.8) would be considered

Pay Scale: L11-15

Accountable To: CEO; Director of Secondary (Provision and Standards)

This is an exciting role, with the opportunity to work centrally for the trust across all four secondary schools. The successful candidate will be part of a team of two Assistant Headteachers working alongside the CEO and Director of Secondary Education, supporting our secondary schools and leaders with best practice, quality assurance and professional development.

The successful candidate will gain a wide range of experience and be encouraged to develop professionally, with a view to being well prepared for promotion into Deputy Headteacher or Headteacher at some point in the future.

Roles And Responsibilities:

- Supporting the Director of Secondary in providing clear and high quality actions (plans) for schools to make improvements to their provision/practice
- Supporting the schools to implement these plans strategically and operationally
- Supporting and at times leading the development of Heads of Faculty and Subject Leaders within our schools
- To be part of our review teams that QA the Quality of Education, identifying best practice, concerns and areas for further development
- Procuring and delivering relevant high quality training for teachers so that they are consistently able to deliver high quality lessons which enable all students to make good progress
- Supporting subjects in consistently delivering high quality lessons which enable all students to make good progress
- Reviewing the curriculum offered by faculties and subjects within our schools to ensure that they are coherently sequenced with opportunities for students to embed learning into long term memory and make good progress
- Liaising with external agencies/partners where necessary



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Job Description continued

The postholder will also:

- Teach 6-10 periods a fortnight
- Attend SLT meetings at one of the Trust's secondary schools
- Attend school functions as required
- Produce reports for the Director of Secondary Education, CEO and Trustees as required.
- Have a high, visible presence around the school where they are based
- Performance manage staff as allocated by the Headteacher/CEO/Director of Secondary Education
- Be an advocate for the Bridge Academy Trust at all times, supporting and liaising with Trust schools and staff as appropriate

NOTE:

All staff at Bridge Academy Trust are expected to:

- Participate in the performance and development review processes, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager;
- Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace;
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy

The duties above are neither exclusive nor exhaustive and the post holder may be required by the CEO/Director of Secondary Education to carry out appropriate duties within the context of the job, skills and grade.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification – Assistant Headteacher (Provision and Standards)

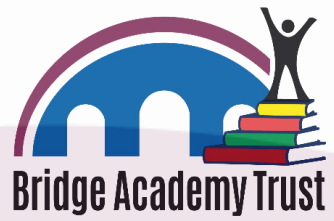
	Essential	Desirable
Qualifications	• Good quality honours degree • PGCE or equivalent in secondary education • Qualified teacher status	• NPQSL or equivalent • NPQ in Leading Teacher Development
Experience	• Successful experience of teaching specialist subject up to and including A level • Successful leadership/management experience of a faculty or department at middle leadership level • Experience of being accountable for the academic outcomes (progress and attainment) of students at KS4 and KS5.	• Successful leadership experience of a faculty or department at senior leadership level • Successful experience of leading a whole school initiative to improve the quality of teaching and learning • Experience of leading whole school CPD • Experience of coaching and mentoring staff
Knowledge and skills	• Up-to-date knowledge of 'Keeping Children Safe In Education' and the ability to consistently apply this in practice to school safeguarding systems and practices • Knowledge of how the Quality Of Education is judged in the current Ofsted framework • Evidence of being an outstanding classroom practitioner • The ability to analyse internal and external data to identify underperformance at KS4 and KS5 (whole school and subject level) • Up to date knowledge of current developments in teaching and learning • The ability to produce short/medium and long term curriculum plans which are coherently sequenced and enable all students (including PPG and SEND) to make good progress • The ability to hold others to account and manage difficult conversations • An understanding of inclusion, equalities and diversity and the ability to implement these effectively within the role • The ability to work quickly and effectively to resolve day-to-day issues and progress more significant work • The ability to communicate clearly and effectively in writing and verbally to a variety of audiences • The ability to coach and mentor others to develop their classroom practice	
Personal	• A commitment to continuing personal development	• A willingness to work outside the normal working week, including during school closure periods, if required
General	• Good attendance and punctuality record • Professional dress	

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How to apply:

If you wish to discover more about this exciting opportunity, need any further information or you would like to have an informal discussion, please contact:

Mark Farmer, CEO e: farmerm@bridgeacademytrust.org or Julia Mead, Director of Secondary Education e: jmead@moulshamhigh.org

Please email your application to: recruitment@bridgeacademytrust.org

Closing date: **Monday, 16th October 2023 at Midday**

Shortlisting date: **Tuesday, 17th October 2023**

Interview date: **Thursday, 19th October 2023**



Bridge Academy Trust
Community Building
Moulsham High School
Brian Close
Chelmsford
Essex CM2 9DZ