



St Clare's School
Where we reach our goals!

ASSISTANT HEADTEACHER

GRADE: Leadership Points 04-08

**Salary: £50,807-£56,082 (Pending
Teachers' Pay Award 2024-25)**

**Contract: Full time, 32.5 hours per week,
permanent**

Start Date: 01 January 2025

CANDIDATE INFORMATION PACK





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What is included in 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 the School
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline



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Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Deputy Headteacher position at St Clare's school, in Micklegate, presents a fantastic opportunity for somebody who shares our values and expectations to join our team.

St Clare's school is proud to offer outstanding personalised education to students aged 11-16 with moderate to severe learning difficulties and associated needs including, ADHD; autism; communication difficulties; social, emotional mental health needs; and challenging behaviour.

The successful candidate will be an experienced leader, with relevant experience in an alternative provision, enhanced resource unit or special school for students with social, emotional, and mental health needs and challenging behaviour.

Esteem is looking for a passionate, collaborative, personable leader with the ability to motivate and inspire others. You will have vision and the determination to develop culture and inclusion and enhance the school offer, to support aspirations and outcomes for every pupil.

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

For further information about Esteem MAT, please visit our website at <https://www.esteemmat.co.uk/vacancies>. 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 MAT was formed in 2018 and now consists of 14 academies. Many of our students 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. However, we want mainstream schools to join us too as they have many students with SEND or who are disadvantaged. We want all our students 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 students
- 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 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, and opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflects the diverse needs of the students. It is also important to us that our students 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 students.



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Welcome from the Headteacher

PRIDE - RESILIENCE - COURAGE

Dear applicant,

I am honoured to be the Headteacher at St. Clare's School and due to expansion, I am seeking an enthusiastic, dedicated Assistant Headteacher to join our school team. I am very pleased that you are considering applying to work in such a vibrant, innovative school.



As a school, our main job is to make sure the children are safe, happy and reaching their potential. Families make an important contribution to their child's achievements at school and from my experience I know that a successful and happy school depends on all of us working together.

At St. Clare's we hold a strong belief in the power of education to change children's lives and the right of every child to receive an excellent education. The staff team are dedicated to building opportunities for students to achieve the highest academic standards, ensuring that they are known well as individuals and that their unique personality, talents and interests are nurtured and developed to the full.

At St Clare's School education is about developing the whole child and providing opportunities for them to flourish within and beyond the classroom. It is the aim of the whole school team to help each child become a successful learner and well-rounded individual who is ready to make the next steps in their journey.

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.

Visits to the site are encouraged, please contact the school on 01332 511757 to arrange this.

I wish you well in your application.

Yours faithfully,

Laura Russell
Headteacher

Further information about St Clare's School can be found on the website at:

www.stclaresschool.co.uk



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The advertisement

Job Title: Assistant Headteacher

Location: St Clare's School, Rough Heanor Road, Mickleover, DE3 9AZ

Grade/Scale: Leadership Scale 04-08 £50,807-£56,082 (Pending Teachers' Pay Award 2024-25)

Start date: 01 January 2025

Contract: Full-Time Teacher

St Clare's School is proud to offer personalised education to students aged 11-16 with moderate learning difficulties and associated needs including ADHD; autism; communication difficulties; social, emotional and mental health needs and challenging behaviour. All students have an Education, Health and Care Plan which sets out the provision required to meet their individual need.

Our school is a very special place of learning for a stand-out group of students who are all unique and remarkable. We pride ourselves on offering a supportive, welcoming and friendly environment that equips and inspires young people to shape their own future and make a meaningful impact in the world. Our successes, including our Ofsted 'Outstanding' rating, owe much to our close-knit and dedicated team of parents, staff and governors.

Right now, due to expansion, we're searching for a visionary Assistant Headteacher to lead on the quality of education and deputise in the Headteachers absence. We require someone with the knowledge, expertise, and flair, to support the on-going developments of the inclusive curriculum to support students with social, emotional, mental health difficulties to access the school offer. This is a unique and exciting opportunity for an exceptional candidate to make a lasting impact on the lives of our students, fostering a positive and successful environment.

You will be joining St Clare's at an exciting time of change. St Clare's is due to have a brand new, showpiece school building as well as substantial refurbishments to the existing estate. Our students and staff will enjoy a state-of-the-art activity hall, a much-improved and enlarged, multi-use games area (MUGA), subject-specific classrooms, greater accessibility across the school and increased number of students on roll.

All of Esteem schools are well supported by a highly experienced and diverse trust central team, alongside a like-minded group of school leaders and experts across the academies.

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

To discuss the role or arrange a visit to school, please contact the school office via email head@stclaresschool.co.uk, or phone 01332 511757 and ask to speak with Headteacher, Laura Russell. To apply, please visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

Closing date for applications: 20 October 2024 (23:59)

Interview date: 25 October 2024

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

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: Deputy Headteacher

Multi Academy

Post Title	Assistant Headteacher
Location	St Clare's School, DE3 9AZ
Purpose	<ul style="list-style-type: none"> To ensure that pupils receive an ambitious, broad, balanced and enriching curriculum that prepares them for life beyond St Clare's. To ensure staff are able to deliver the curriculum for pupils, use data intelligently so the right support is put in place so they achieve well. To ensure staff are able to plan for the teaching of foundational knowledge so they achieve high degrees of success and the practice of applying new knowledge and skills.
Reporting to:	Headteacher
Responsible for:	SENCO Pupil Premium Lower school Lead 0.5 teaching commitment
Liaising with:	Senior Leadership Team
Working Time:	Full-time Teacher, 32.5 hours per week
Salary/Grade:	£56,082-£61,882
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. Oversee and lead the progress of pupils across school including acting as the school's Exams Officer and monitoring Y11 destinations. Act as subject lead in one or more areas dependent upon specialism of post holder. Act as Designated Safeguarding Lead in the absence of the Headteacher and Deputy Headteacher. Ensure all staff allocated receive appropriate CPD and performance management (currently a selection of TAs). 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



	<ul style="list-style-type: none"> • 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. <p>Additional and special educational needs (SEN) and disabilities Under the direction of the Headteacher, the Assistant Headteacher will:</p> <ul style="list-style-type: none"> • 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 0.5 timetable over a range of curriculum subjects to pupils with a range of special needs and abilities. <p>Professional development Under the direction of the Headteacher, the Assistant Headteacher will:</p> <ul style="list-style-type: none"> • 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. <p>Governance, accountability and working in partnership Under the direction of the Headteacher, the Assistant Headteacher will:</p> <ul style="list-style-type: none"> • 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. <p>Other areas of responsibility</p> <ul style="list-style-type: none"> • 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.
<p>Other Generic Responsibilities:</p>	<ul style="list-style-type: none"> • 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 <p>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</p>



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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

PERSONAL QUALITIES	
Essential	<ul style="list-style-type: none"> • Qualified teacher status • First Degree or equivalent • Evidence of relevant training within the past five years • A commitment to undertake further relevant training • Experience of working with young people with complex needs, including ADHD, SLD, SEMH. • Experience of leading teams and school initiatives within the last 2 years • Experience of managing and coordinating staff within the last 2 years • Committed to study for recognised leadership qualifications • Leadership qualification (or willing to undertake) – e.g. NPQML/NPQSENCO • Experience of monitoring and evaluating teaching and learning
QUALIFICATIONS AND EXPERIENCE	
Essential	<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 leading a subject throughout school • Evidence of additional further educational and leadership qualifications • 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
Desirable	<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, 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 • Provide direct support for students with a range of complex special needs • Communicate professionally and confidently with colleagues, other professionals and families • Good problem-solving strategies • Sensitivity and tenacity • Experience of leading initiatives and developments within a school or a school curriculum in the last 2 years • Understanding of the implementation of TEACCH • Team Teach trained • Understanding of the role of Exams Officer
KNOWLEDGE AND ABILITIES	



Essential	<ul style="list-style-type: none"> • To be able 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 • 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 • Energy and enthusiasm • Reliability, confidentiality and integrity • 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 so that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2024' 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, and academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity are 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 a 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 visit our website at <https://www.esteemmat.co.uk/vacancies>.

After the closing date, shortlisting will be conducted by a panel that will match your skills and experience against the criteria in the Person Specification. You will be selected for an 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 before the interview. Any relevant issues arising from references will be discussed at the interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

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Interview date: 25 October 2024

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We strongly encourage all potential applicants to visit the school before applying. Please contact the school office on 01332 511757 or email head@stclaresschool.co.uk and ask to speak with Laura Russell (Headteacher).

To apply, please visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.