

**ASSISTANT HEADTEACHER**

**APPLICATION PACK**

**Infinity Academy Trust Vision Statement**

Ready to Learn; Prepared to flourish

Our children need and deserve to experience the highest quality learning environment within our schools, so they can develop the skills and knowledge to thrive, both academically and socially, and be prepared for a future full of opportunity. We will strive every day to ensure our children know they are valued, understood and supported to share their hopes and aspirations and to provide a well-rounded education that celebrates success. The future our children are going into is increasingly uncertain, and we need to enable them to become adaptable, resilient, confident, tolerant and highly literate individuals both for their lives today and tomorrow.

However, we don't wish to do this in isolation; instead we will work not just within our trust, but with local schools and the community, and more broadly across the region and system, so that we can learn from each other, harness best practice, access the latest research, and secure the expertise of those beyond the school system who share our moral purpose for children.

We want our children to flourish across their lives.

Chief Executive Officer: Gavin Booth

www.infinityacademies.co.uk

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Dear Applicant,

Thank you for taking an interest in the position Assistant Headteacher within Infinity Academies Trust. I would like to send you a warm welcome on behalf of all staff, children and governors.

We are truly excited to be recruiting a highly skilled, committed and experienced leader to join our Senior Leadership Team as Assistant Headteacher at St Thomas CE Primary Academy, Boston.

Our Trust offers fantastic professional development for teachers at all stages of their careers, opportunities for collaboration with other schools and well-resourced classrooms. It’s our ambition to be the place where every child wants to learn and every professional wants to work!

We have many experienced staff in our team with much to offer but we would like to hear about your skills, knowledge and experience and what you have to offer us. We strive to support our team and will therefore offer training and support for you and will endeavour to develop you as a valuable member of our team. The staff are very friendly and welcoming. The children are delightful and very well behaved. Our teachers, teaching assistants and support staff work well as a team.

We look forward to receiving an application form from you.

Yours sincerely



Gavin Booth

CEO

**How to apply for the post of Assistant Headteacher**

* Please complete the application form within this pack
* Please ensure that your personal statement provides information detailing your experience, skills and knowledge in regard to the criteria found in the person specification
* If shortlisted for interview, you will be telephoned initially and given further details about the time of interview and the interview process.

Please return your completed application form to Jackie Hawkesworth, School Business Manager

By email: jackie.hawkesworth@infinityacademies.co.uk

We advise that you request a confirmation email. If you don’t receive this email please telephone us to confirm receipt of your application.

Closing Date: Wednesday 12th May 2021

Interview Date: Tuesday 18th May 2021

**Person Specification**

| **Category** | **Essential** | **Desirable** |
| --- | --- | --- |
| Qualifications/ Professional Development | Qualified teacher status  Evidence of continuing professional development relating to school leadership and management, and to curriculum/teaching and learning  Ability to identify own learning needs and to support others in identifying their learning needs. | Postgraduate level qualification  Additional leadership qualifications  Experience of leading/coordinating professional development opportunities |
| Experience | Successful experience of leading one or more subject areas  Accomplished teaching experience at a successful level  Successful experience in a leadership and management role  At least five years’ successful teaching experience in the primary age range.  Experience of working with children with a range of SEND  Experience of working with other schools/organisations/agencies | Teaching experience in at least two of the three key stages.  Curriculum leadership in one or more core subjects  Experience of teaching in more than one school |
| Strategic Leadership | Ability to articulate and share the Christian vision of the school.  Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of the school  Evidence of successful strategies for planning, implementing, monitoring and evaluation of the school  Ability to analyse data and reports, develop short, medium and long term strategic plans, set targets and monitor/evaluate progress towards these  Knowledge of what constitutes good quality in educational provision, the characteristics of effective schools and strategies for raising standards and raising the achievements of all pupils  Understanding of, and commitment to, promoting and safeguarding the welfare of pupils | Knowledge of the role of the governing body  Evidence of having successfully translated vision into reality at whole school level |
| Teaching and Learning | A secure understanding of the requirements of the National Curriculum and Early Years development within the context of a Church of England school  Knowledge and experience of a range of successful teaching and learning strategies used to meet the needs of and to provide inspiration to all pupils  A secure understanding of assessment strategies and the use of assessment in order to inform the next stages of learning  Experience of effective monitoring and evaluation of teaching and learning and of providing appropriate challenge and support  Secure knowledge of statutory requirements relating to the curriculum and assessment  Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management | Understanding of successful teaching and learning across the entire curriculum across all key stages  Successful experience of creating an effective learning environment and of developing and implementing policies and practices relating to behaviour management  Whole school curriculum leadership |
| Leading and Managing Staff | Experience of working and leading staff teams  Ability to both challenge and support colleagues in order to raise standards throughout the school  Ability to delegate work and support colleagues in undertaking their responsibilities  Experience of supporting the professional development of colleagues  Positive and ambitious leadership of middle management / phase leaders | Successful involvement in staff recruitment, appointment/induction  Experience of mentoring NQT teachers and university students on placement  Experience of delivering training and of leading staff meetings  Experience of delivering regular feedback to colleagues in a way which translates to a tangible impact upon the learning of pupils. |
| Accountability | Ability to communicate effectively both orally and in writing with a range of audiences – e.g. staff, pupils, external agencies, parents, carers, church members, the Diocese, governors and the wider community.  Enthusiasm for attending and participating in events that involve and strengthen links with the wider community.  Experience of effective whole school self-evaluation and improvement strategies  Ability to provide clear information and advice to staff and governors  Secure understanding of current practice in performance management, including capability | Leading sessions or delivering workshops to inform parents/carers.  Experience of offering challenge and support to improve performance  Experience of handling complaints  Experience of delivering forward thinking and innovative projects.  Familiarity with costing development plans and of working within budgets, |
| Skills, Qualities & Abilities | High quality teaching skills  Strong commitment to the Christian mission statement  Ability to implement the school’s vision and to create a shared culture reflecting the school’s Christian ethos  Ability to take on the day-to-day running of the school, when required  High expectations of pupils’ learning and attainment  Strong commitment to school improvement and raising achievement for all  Strong team player with the ability to build and maintain good relationships on all levels  Ability to remain positive and enthusiastic when working under pressure  Ability to organise work, prioritise tasks, make decisions and manage time effectively  Empathy with and genuine enthusiasm for working with children  Good communication skills  Good interpersonal skills  Stamina and resilience  Effective ICT skills | Leading whole school music productions and performances |

**Job Description**

This is an exciting, yet challenging and important post requiring a teacher of the highest calibre. The successful candidate must have the ability to support and work with the Headteacher and SLT in all aspects of school improvement. This role carries significant responsibility; therefore, those that are appointed are expected to make positive contributions to their school.

**Main Duties and Responsibilities**

* Whole School Development
* Support the vision, ethos and policies of the school and promote high levels of achievement throughout the school
* Actively support the Headteacher and staff in the promotion and achievement of the aims and objectives of the school
* To take a leading role in raising standards, improving quality of teaching and staff development
* In partnership with the Headteacher, monitor the quality of teaching and children’s progress and attainment
* To support the Headteacher to manage the day to day organisation
* Through Leadership Team meetings, contribute to the school’s organisation and overall strategy of the school
* Report to Governors as appropriate and when directed

**General Duties and Responsibilities**

* To work in close collaboration with the Headteacher in whole school development
* Act as "critical friend" and provide effective professional challenge and support to the Headteacher
* To assume responsibility for particular aspects of the school’s functioning
* To be a member of the school leadership team and to play a significant role in partnership with the Headteacher in reviewing whole-school policies and practice
* To play a full part in developing further equal opportunities in the school
* To promote a positive image of the school and the achievements of its pupils
* To deputise for the Headteacher in the day-to-day management of the school as required
* To share the responsibility with the Headteacher for the safety of the children
* To support the development of behaviour for learning, including the implementation of the school’s behaviour policy

**Teaching and Learning**

* Exemplify and share best practice across the school
* Lead on the quality of Teaching & Learning throughout the school.
* To model and team teach alongside colleagues to develop highly effective practice, such as effective interactive teaching, modelling new concepts, classroom management, discipline.
* Model positive behaviour management and Restorative Approaches to managing conflict
* Mentor, coach and support new or under-performing members of staff.
* To monitor all aspects of the curriculum with the Headteacher and SLT
* Assisting staff in achieving high standards to fulfil their teaching obligations, by: Teaching all pupils so that they can achieve their potential
* Assessing, recording and evaluating the development and progress of children
* Marking work, giving feedback and encouraging good levels of response
* Developing and maintaining a positive relationship with parents which involves them actively in the classroom and in the learning process
* Participating in year group planning and staff meetings
* Contributing towards the developments, establishment and implementation of the whole school policies
* Undertaking in-service training for further development as a teacher
* To initiate new ideas and to encourage development in curriculum content, organisation and methodology
* To monitor all aspects of the curriculum with the Headteacher and SLT

**Staff Management and Development**

* To assist in the recruitment, selection, induction and development of all staff
* To demonstrate a commitment to his/her own continuing professional development and that of all staff
* To be involved in assessing the professional development needs of staff
* To induct, mentor and coach identified members of staff to maximise impact on effective teaching and learning
* To be involved, with the SLT, in planning, implementing and evaluating a broad and balanced curriculum
* As a member of the Leadership Team, share whole school responsibility for the pastoral care of pupils and staff
* Ensure staff are well informed of all aspects of school life in order to promote good communication and high morale
* Encourage the practice of working as a team.

**Leadership Responsibilities**

* To be actively involved in the ongoing School Development Plan and arrangements for its evaluation in terms of its effect on school improvement and raising standards
* To support the Headteacher in the performance management of staff
* To work in partnership with the Headteacher in developing appropriate management structures in the school
* To undertake regular collective worship
* To play a full part in developing further and enhancing relationships between the school, parents, external agencies and the local community

**Administrative Responsibilities**

* Be aware of and respond appropriately to any health and safety, Child Protection and Safeguarding issues raised by staff, children or families
* Ensure that you remain up to date on developments and issues with regard to the safeguarding, leadership, management and curriculum of the primary school.
* Take on any additional responsibilities that might from time to time be determined by the Headteacher, as consistent and reasonable to your job duties, including deputising for the Head in their absence.

**CONFIDENTIAL**

**APPLICATION FORM FOR APPOINTMENT TO A POST WITHIN**

**THE INFINITY ACADEMIES TRUST**

**We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.**

Please complete clearly in black ink or typescript and return to the address stated in the application pack. We are unable to accept a CV for a position with our Trust and advise that you must complete the application form in full to be considered for the position for which you are applying.

**For non-teaching posts, you can disregard the shaded boxes.**

**POST DETAILS**

|  |
| --- |
| Post applied for: |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title: | Forenames: |
| Surname: | Previous surnames: |
| Prefer to be known as: | Date of birth (DD/MM/YY) |
| National Insurance Number: | Teacher Reference Number: |
| Address: | Mobile phone number: |
| Home phone number: |
| Work phone number: |
| Email: | |
| If applicable, please give the date when your continuous service in education commenced (month / year). | |

**REFEREES**

We require full contact details for a minimum of **two** referees. One referee must be your **current or last employer.** If you have never had an employer, one referee must be a senior staff member form your last place of study. If your current or last employment was within a school, one referee must be **the Headteacher.** A referee must not be a relative or partner and one referee should be able to refer to your most recent work with children.

**Please note that references will be requested after shortlisting and before interview. We may request additional references.**

**Referee 1 – Current or Most Recent Employer**

|  |  |
| --- | --- |
| First name: | Surname: |
| Organisation: | Address: |
| Email: |
| Mobile or daytime number: | Alternate number: |
| Job title: | Known since (MM/YY): |
| Capacity in which known to you: | Type of reference  (Academic/Character/Work) |

**Referee 2**

|  |  |
| --- | --- |
| First name: | Surname: |
| Organisation: | Address: |
| Email: |
| Mobile or daytime number: | Alternate number: |
| Job title: | Known since (MM/YY): |
| Capacity in which known to you: | Type of reference  (Academic/Character/Work) |

**EDUCATION, TRAINING, QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS**

Please list your qualifications in chronological order. Original certificates will need to be presented at interview. Please continue on a separate sheet if necessary.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Educational Establishment | Full or Part Time | Dates | | Qualification Achieved | | |
| From | To | Subject | Level | Grade |
|  |  |  |  |  |  |  |

**TEACHING QUALIFICATION**

|  |
| --- |
| Date qualification awarded: (Month & Year) |
| Date of completion of probation |

**PRESENT EMPLOYER**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: | Job Title: | Date appointed: | Salary: |
| Type of School; | Single / mixed sex: | Number on roll: | Age range taught: |
| Summary of main duties: | | | |
| Period of Notice required: | | | |

**PREVIOUS EMPLOYMENT**

Please detail in chronological order and continue on a separate sheet if necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | Job Title | Dates  (month & year) | | Full or Part Time | Reason for Leaving |
| From | To |
|  |  |  |  |  |  |

**PERIODS OF UNPAID ACTIVITY**

Please detail reasons for gaps in your employment after the age of 18 years e.g. raising a family, unpaid voluntary work, time travelling.

|  |  |  |
| --- | --- | --- |
| Details | Dates (month & year) | |
| From | To |
|  |  |  |

**PERSONAL STATEMENT**

Please detail how your experience, skills and knowledge meet the criteria in the person specification for the post for which you are applying.

|  |
| --- |
|  |

**RIGHT TO WORK IN THE UK**

Successful candidates will be required to produce original documentation that proves their right to work in the UK.

Do you have the right to work in the UK? **YES / NO** (Delete as applicable)

**PERSONAL INTERESTS**

Are you, to the best of your knowledge, related to or personal friends with any Senior Staff, Trustees or Members of Infinity Academies Trust?

**YES / NO** (Delete as applicable)

*A candidate who fails to disclose their relationship to a Senior Staff Member, Trustee or Member of Infinity Academies Trust, may have their application rejected. If appointed, they may be subject to disciplinary action or dismissal.*

|  |
| --- |
| If yes, please names and positions of the relevant people: |

Do you have any outside private business interests that may conflict with those of Infinity Academies Trust’s business?

**YES / NO** (Delete as applicable)

|  |
| --- |
| If yes, please describe your private interest: |

|  |
| --- |
| **RETIRED TEACHERS**  Under the Teachers Pensions Regulations, those teachers who are in receipt of a pension and retired on or after 01/04/1997 on grounds of ill health, cannot be employed unless you surrender your pension and are deemed fit to be employed as a teacher again. |

**CRIMINAL CONVICTIONS**

* The 1997 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving work with children.
* The post you are applying for is subject to an enhanced disclosure and you are required to declare any spent or unspent convictions, either in the UK or abroad, including cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013.
* You must also inform us if you are on List 99, disqualified from working with children, or have any active restriction which would prevent you taking up this post.
* Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an “unspent” conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate’s suitability for the post applied for.
* Failure to disclose any information required of you may result in your application being rejected or disciplinary action being taken if you have commenced employment within Infinity Academies Trust. The information you provide under this section will not be used for shortlisting purposes but will be discussed at interview if the Trust considers it is relevant to the position you are applying for.

Have you any spent or unspent convictions, cautions, reprimands or final warnings that are not ‘protected’ to declare?

**YES / NO** (Delete as applicable)

|  |
| --- |
| If yes, please provide details below including the nature of the offence/alleged offence, date and full name at the time of the offence: |

Are you a foreign national or a UK resident who has lived or worked abroad for more than three months in the last five years?

**YES / NO** (Delete as applicable)

If yes, you must obtain a Statement of Good Conduct (SOGV) from the Embassy of that country.

**POSITIVE ABOUT DISABLED PEOPLE**

Infinity Academies Trust welcomes applications from disabled people. We ensure that disabled people are supported and treated fairly at every stage of their selection, employment and career development. We are committed to interviewing all disabled applicants who meet the minimum criteria of the role applied for.

For this purpose, disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months or is likely to last for the rest of a person’s life.

Please advise us in the box below if you consider yourself to have a disability and of any reasonable adjustments which are needed to ensure the interview is accessible to you.

|  |
| --- |
| Details of disability and any reasonable adjustments needed for interview: |

**DECLARATION**

* I certify that the information I have given on this form is true an accurate to the best of my knowledge.
* I have red or had explained to me and understand all the questions on this form.
* I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post.
* I authorise the School to undertake the necessary pre-employment checks and to verify any information given.
* I understand that satisfactory references, DBS, medical clearance, verification of qualifications and evidence of right to work in the UK are required before any final offer of employment can be made.
* I acknowledge that Infinity Academies Trust will process data about me and retain it in the manner described above and I hereby consent to this.

Signature: ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RECRUITMENT MONITORING**

Infinity Academies Trust is committed to achieving fairness and equality in employment. We aim to ensure that unfair discrimination does not take place at any stage of employment including within the recruitment procedure. By completing this monitoring form, you will be supporting the Trust in meeting its commitments to review and monitor the effectiveness of the recruitment procedure and help us ensure that these procedures are open and available to everyone. This information will be stored securely and confidentially and **will not be taken into account when shortlisting or making the appointment.**

|  |  |
| --- | --- |
| Title: | Forenames: |
| Surname: | Previous surnames: |
| Date of birth (DD/MM/YY): | Gender |
| Marital / Civil Partnership Status: | Religion / Belief: |
| Sexual Orientation: | Ethnic group: |
| Nationality: |  |

Infinity Academies Trust welcomes applications from disabled people. We ensure that disabled people are supported and treated fairly at every stage of their selection, employment and career development. We are committed to interviewing all disabled applicants who meet the minimum criteria of the role applied for.

For this purpose, disability is defined as any physical or mental impairment, which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months or is likely to last for the rest of a person’s life.

Please advise us in the box below if you consider yourself to have a disability and of any reasonable adjustments which are needed to ensure the interview is accessible to you.

|  |
| --- |
| Details of disability and any reasonable adjustments needed for interview: |

**Infinity Academies Trust**

**Recruitment Privacy Notice**

**About Us**

Infinity Academies Trust are known as the "Controllers" of the personal data you provide to us.

The purpose of this privacy notice is to tell you how and why we use the information we gather about you when you apply to work with us.

**Why do we collect your personal data?**

It is necessary for us to collect and process personal data about you in order to assess your eligibility to work with us and to make a decision about your recruitment and employment. More specifically, this will include but is not limited to the following:

* Assessing your skills, qualifications and suitability for a role within the school
* Carrying out background and reference checks, where applicable
* Communicating with you about the recruitment process
* Maintaining records relating to the recruitment process
* To comply with legal or regulatory requirements e.g. Safer Recruitment

We will not collect any personal data that we do not need and as far as is reasonable and practicable will ensure that the information recorded is accurate and kept up to date.

**What personal data do we collect?**

The personal data we will collect includes:

* Personal contact details such as name, address, telephone number and email address
* Date of Birth
* National Insurance Number
* Employment history
* Qualifications and other academic achievements
* Contact information for the provision of references
* Identification documents
* Results of psychometric testing, where applicable.

We will also collect and use the following "special categories" of more sensitive personal data:

* Information about your race, ethnicity, religious beliefs, sexual orientation and political opinions
* Trade union membership
* Information about your physical and mental health, including any medical conditions.
* Information about criminal convictions and offences, including information from the Disclosure and Barring Service.

**Who do we get your personal data from?**

This information is collected in the following ways:

* Provided to us directly by you through the application form and at interview
* From your named referees

**Who do we share your data with?**

We will only share information when it is necessary to do so for the purpose of recruitment and in accordance with the law. Where necessary, we will share your data with organisations that deliver services on behalf of the school.

Where necessary we will share your personal data with the following categories of recipients:

* Disclosure and Barring Service
* Occupational Health Provider
* Previous employers and other individuals identified as capable of giving a reference
* Professional advisors and consultants involved in the recruitment exercise

**How long do we keep your data for?**

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed in line with the school's retention policy.

Retention periods can vary and will depend on various criteria including the purpose of processing, regulatory and legal requirements, and internal organisational need.

Retention periods for recruitment data are:

* For successful applicants, personnel files are retained for 7 years following the employee leaving the school
* For unsuccessful applicants, recruitment information is retained for 6 months from the advertised appointment start date

**How do we keep your data safe?**

We have an information security policy which sets out how we aim to keep your personal data secure. The policy can be obtained from the school office.

Access to information is strictly controlled based on the role of the professional.

All staff are required to undertake regular data protection training.

Your personal data is not processed outside of the EU by the school.

**Your Rights**

You have a number of rights which relate to your personal data.

You are entitled to request access to any personal data we hold about you and you can also request a copy.

You can also request that we correct any personal data we hold about you that you believe is inaccurate;

You can request that we erase your personal data and request that we stop processing all or some of the personal data we hold.

We are obliged to consider and respond to any such request within one calendar month.

To exercise any of your rights please contact the schools Data Protection Officer, contact details below.

**Further Information**

If you wish to make a request or make a complaint about how we have handled your personal data please contact:

* Data Protection Officer: Judy Carter, c/o Infinity Academies Trust

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner’s Office (ICO) [www.ico.org.uk](http://www.ico.org.uk)

Last updated May 2019