

Assistant Headteacher – Attendance Champion

Recruitment Information for Candidates



Contents

Chief Executive Officer's welcome.....	3
The Lower Academy.....	4
The Upper Academy.....	5
Job description, person specification and responsibilities.....	6-7
Application Procedure.....	8-9
Maps.....	10

Dear Applicant

Thank you for expressing an interest in joining The Basildon Academies.

Student welfare, academic progress and achievement is at the heart of everything we do at our Academy.

Our Academy vision is to drive:

- Social Mobility - equality of opportunity for our young people to succeed
- Moral Purpose - resilient positive decision makers
- Cultural Capital - equity of opportunity and life experiences
- Spiritual Awareness - reflective citizens and active curious learners

The Academy offers students the unique opportunity to begin their learning journey at our Key Stage 3 Lower Academy, and complete it at our Key Stage 4 & 5 Upper Academy.

Our Key Stage specialist sites enable us to offer our students age appropriate curriculum choices, support, challenge and enrichment.

We recognise the power and impact that quality enrichment can have on young lives and minds. Our enrichment programme is an essential and valuable part of our school day. All students engage in an enrichment of their choice each day as part of their curriculum.

The age appropriate enrichment curriculum supports a 'Passion for Learning' in Key Stage 3, a 'Passion for Purpose' in Key Stage 4 and a 'Passion for Life' in Key Stage 5. Our enrichment curriculum builds student resilience, self-esteem, sense of belonging and love of learning. It provides equity of opportunity, stretch & challenge, employability skills and broad experiences supporting our student cultural capital and social mobility.

Our two academy model offers our Year 7 intake a guaranteed future place in our growing and thriving Sixth Form.

The Basildon Academies Sixth Form offers personalised curriculum pathways, tailored to individual needs and aspirations. Strong support networks alongside quality teaching ensure academic success and preparation for university or the workplace.

Yours sincerely



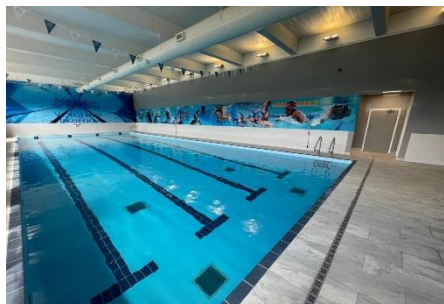
Mr G. Smith
Chief Executive Officer



Leading Parent
Partnership Award

The Basildon Academies are two state of the art Academies based in Essex, just 35 minutes from London and approximately 1 mile apart. We are unique in the way the academies are set up with The Lower Academy specialising in the teaching of our students aged 11-14 whilst the Upper Academy specialises in our 14-19 year old students.

The Lower Academy is focussed upon developing the whole child; our curriculum has been developed to enable our students to develop their knowledge, understanding and skills so that they will become lifelong learners. This includes opportunities for linguistic, mathematical, scientific, technical, human, social, physical and artistic learning so that students make progress in a wide range of subjects. The Lower Academy offers a supportive and nurturing environment to allow our students to find their adult feet as they become fully prepared for their transition to the Upper Academy.



The Upper Academy is focussed upon creating the best environment and conditions for all students to fully achieve their true potential, make at least expected progress and attain the very best grades they can in their final exams. The range of courses on offer allows students to become specialised in their favourite target areas and at the same time retain the very strong focus upon gaining good qualifications in maths, English and science at GCSE level.



Our strong Sixth Form is a major part of the Upper Academy with the structure modelling itself on developing independent learning skills like those seen in universities which allows students to continue their studies in their specialist subject areas. Students are very much encouraged to become mature adults being engaged in many aspects of the life of the academy which further develops those much needed skills to go on into university or the world of work.

Job Title: Assistant Headteacher
Responsible to: Deputy Headteachers
Salary: AL7 – AL11

Generic details:

The Assistant Head is responsible for supporting the Deputy Heads and Headteacher in the leadership of the Academy on a day to day basis, and in formulating and putting into effect the key policies and practices which ensure that the Academy's strategic aims are achieved. All members of the SLT play a key role in the strategic development of the academy, supporting the Headteacher in creating a long-term vision and in implementing policies and procedures on a day to day basis.

The role involves:

- Developing, implementing and leading on strategies which enable the academies to achieve their targets and strategic aims.
- Role modelling professional standards, team ethos and higher level communications, leadership and management skills.
- Reporting, auditing and analysing responsibilities and outcomes in order to make recommendations, draw conclusions and devise strategies to lead to improvements
- Leading, coordinating, managing and performance managing staff and resources.
- Promoting and ensuring the promotion of Equal Opportunities and Child Protection as a fundamental aspect of all roles and practices in the academies.
- Any other appropriate and reasonable responsibilities in keeping with the level of the post and the requirements of the organisation.
- Assessing and managing risk to ensure that problems are identified in good time and that a range of appropriate solutions are developed and deployed.

Leadership Roles require the member of staff to play a full role in duty schedules: before, after and during the standard school day. Leadership roles require that the person should meet the standards and skills required for the following posts, role modelling them to more junior staff.

Specific details:

The post holder will lead on strategies to drive student progress and improve learning, working within the policy and procedural structures established by the Headteacher. The post involves setting the standards for middle leaders, monitoring and evaluating planning and practice across departments to achieve academy targets. An important strand of this post is directly leading strategies for interventions.

Responsibilities

Ethos	To promote a clear vision and ethos for the Academy
Quality of Education	<p>Analyse data to monitor progress of each student by reviewing each Interim Assessment point and set targets.</p> <p>Carry out lesson observations regularly as part of the school's monitoring and evaluation system.</p> <p>Manage, monitor and maintain academy standards.</p> <p>Ensure suitable study programmes and pathways for all students.</p> <p>Establish a learning culture which fosters a passion for learning</p>
Student progress and attainment	<p>Ensuring all students at the Academy make sustained and substantial progress and attainment, meeting their targets at appropriate points.</p> <p>Use data effectively to analyse outcomes</p> <p>Develop/embed curriculum models to measure and evaluate progress and ensuring staff CPD needs are met.</p> <p>To ensure attendance records are used efficiently to secure prompt identification of students experiencing difficulties coupled with swift intervention</p>
Target setting – progress & attainment	<p>To ensure that Departments, leaders, and teaching staff have clear and accurate progress & attainment targets, and that robust strategies in place for achieving these.</p> <p>Ensuring all students have accurate progress and attainment targets and that target review points give appropriate opportunity for all students and parents to engage.</p>
Interventions resourcing	To ensure that all students have access to appropriate resources to enhance their learning. Staff leading interventions have required resourcing.
Transition	<p>To lead recruitment and admissions procedures for transition from KS4-5 and KS5-pathways beyond, ensuring smooth transition and induction of students at each point</p> <p>Responsibility for Marketing and Publicity relating to the Sixth Form</p> <p>To maintain and develop strong links with university destinations.</p> <p>Work collaboratively and effectively with Higher Education institutions.</p> <p>To lead all aspects of the UCAS process.</p>
Communication to parent/carers	<p>To organise regular information/review events for parents so that they are properly equipped to support their children.</p> <p>Ensure accurate and timely progress reports are made available to parent/carers</p>
Line Management	Directly leading, coordinating, managing and performance managing select Middle Leaders and support teams.
Evaluation and reporting	To monitor the impact of strategies and actions in the ADP, ensuring that departments make appropriate progress against their targets.

	Reporting progress to varied audiences (SLT, GB etc), evaluating outcomes and producing improvement plans.
Curriculum	To keep up to date with curriculum developments and ensure that these are reflected within your remit. Work with the other member of the leadership team to ensure that the curriculum is designed to meet the needs of all its students.
Timetable	To work with the Deputy Head on curriculum mapping and timetabling
Recruitment	To support the academy as a whole with regards to recruitment, appointments and the induction of staff as appropriate

Appendix:

Remit: Trust Attendance Champion

Accountabilities and key Tasks:

- The SSDL Trust Attendance Champion is responsible for:
- Leading, championing and improving attendance across The Academies
- Leading, coordinating, line managing and performance managing the attendance team and resources.
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Producing reports and identifying key insights
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, ensuring they are adhered to by all staff
- Liaising with pupils, parents/carers, and external agencies, where needed, including the local authority to ensure best practice is implemented.
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Implementing the most up to date DfE guidance on attendance for the Trust and the academies/schools within the Trust e.g., Summary table of responsibilities for school attendance (applies from 19 August 2024) (publishing.service.gov.uk)

Other areas of responsibility

Safeguarding:

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when persistent absence becomes a safeguarding concern, and early help may be required.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

Application Procedure

- i. Read carefully all the information about this post
- ii. If you have any questions, please telephone or email our Recruitment Coordinator, Dani Silk on 01268498683 or email recruitment@basildonacademies.org.uk
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.
- iv. Send your completed application form by email (if downloaded from our website) or through the post to:

recruitment@basildonacademies.org.uk

Mrs Dani Silk
Recruitment Coordinator
The Basildon Academies
Wickford Avenue
Pitsea, Basildon
Essex, SS13 3HL

Appointment Process

- i. Suitable applications will be shortlisted for interview (as quickly as possible)
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

The Basildon Academies are committed to supporting colleagues with disabilities. If you have a disability, please give details of adjustments you require for the selection process or to do the job itself.

Pre-employment Checks

The Basildon Academies is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Recruitment monitoring information

The Basildon Academies are committed to ensuring that applicants are selected for appointment on the basis of their ability relevant to the job. Completion of the Recruitment monitoring information form is not compulsory but will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the short listing panel.

The Basildon Academies are committed to safeguarding and promoting the welfare of children and expect their staff to share this commitment.



