



Recruitment Pack

Associate Assistant Headteacher Scholar Development Isca Academy

Closing Date: 9am - Sunday 3rd March 2024

Interview Dates: Wednesday 6th
& Thursday 7th March 2024

Ted
Wragg TRUST

Ted Wragg Trust



We are an ambitious and inclusive Trust of schools



**Welcome from the Ted Wragg Trust
CEO, Moira Marder**



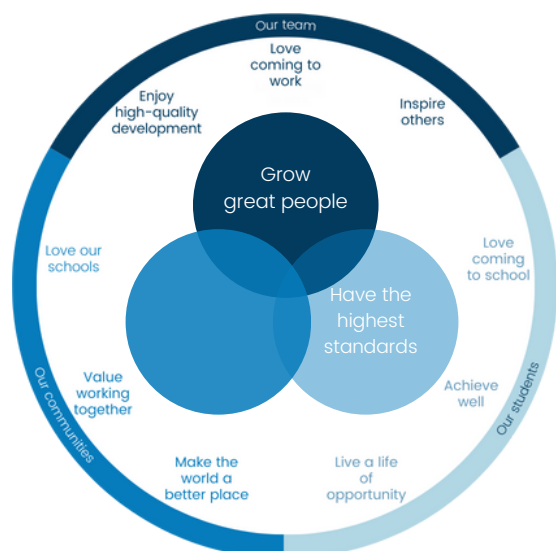
On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

We demonstrate our love through our values



How we will succeed





Associate Assistant Headteacher: Scholar Development

Job Description

Job Title:	Associate Assistant Headteacher: Scholar Development
Location:	Isca Academy
Responsible to:	Assistant Headteacher
Salary Grade:	L4-8

Key Purpose of Job

To lead on:

- Provision for scholar development and transition
- Scholar leadership and rewards
- Scholar voice
- 'The Isca scholar development journey'
- Parental voice and engagement
- Yr 4, 5 & 6 rolling programme of visits to Isca Academy
- Yr 6-7 Transition alongside HOY 7
- Open events
- Scholar admissions
- Trips and visits
- Strengthen and build links between Isca Academy and primary partnerships
- The line management of Area Lead for key subject areas*

*Depending on subject specialism.

Assist the Headteacher in the overall leadership and management of Isca Academy as a member of the Senior Leadership Team

Key Duties and Accountabilities

- Accountable for high standards of teaching and learning, scholar progress, improved attainment, support and challenge for scholars across all key stages in your Department and other departments as outlined in the Senior Leadership's delegated Roles and Responsibilities.
- Develop and lead on your Department's curriculum; develop a broad and balanced range of relevant courses and deliver outstanding teaching and assessment across the department.
- Raise attainment and achieve outstanding outcomes in the department

- Use data to intervene effectively and support to ensure strong levels of progression for all scholars.
- Contribute to policy development at Senior Leadership level. Inspire and engage staff and scholars in the vision and ethos of the Academy and the Trust.
- Ensure an outstanding learning environment which is engaging for all learners.
- Secure outstanding Teaching, Learning and Assessment across the Academy that produces outstanding outcomes for scholars.
- Communicate effectively and relate positively to all stakeholders. Manage the performance, professional development and conduct of individual managers, including the completion of the appraisal management process.
- Responsible for the line management of allocated subject leaders.
- Assist the Headteacher in the formulation of the School Improvement Plans (SIP), School Evaluation Form (SEF) and Action Plan, taking account of the agreed priorities of the School and how these link with national and local initiatives.

Supervision/ Line Management Responsibilities of the Post

- The postholder will be responsible for the supervision and line management of Area Lead for specialist department. Other line management responsibilities will be allocated upon need.

Working Environment and Conditions of the Post

- In support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people, the post may be required to travel and work within any school in the Ted Wragg Trust.

Other Duties

- Identify personal training needs and participate in training and performance development whenever required.
- Actively participate in performance management processes.
- Attend and participate in relevant meetings as required.
- Ensure that the aims, priorities and policies of the Academy and Trust are adhered to, including the staff Safeguarding Code of Conduct.
- Attend parents, staff and team meetings as required, making a valued and professional contribution.
- Undertake break, lunch and after school supervision as agreed, according to Academy policy.
- Encourage the good conduct of all scholars and at all times on the Academy site and within its vicinity.
- To make a full commitment to personal professional development, engage positively in organised professional development activity and staff appraisal procedures.
- Maintain respectful and effective communication with scholars and other staff, including attendance at briefings and through completing scholar report cards and logs as appropriate.
- Maintain respectful, positive and effective communication with parents, including phone calls and letters home, as appropriate.
- Maintain positive and effective communication and liaison with partner schools and the wider community, as appropriate.
- Act as an advocate of the Academy and its pupils in all circumstances, ensuring every opportunity is taken to celebrate our success.
- Undertake any other duties appropriate to the grade of the post.
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Other Information

- The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity. As an employee, you are representing the Trust and must support and demonstrate your commitment to the Trust's ethos and anti-discriminatory practices.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking or vaping in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- The post holder may be required to move their base to any location within the Trust upon request.
- As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.
- This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

• **This job description is subject to review by consultation.**

Person Specification	ESSENTIAL/ DESIRABLE	How Assessed*
Qualifications and Professional Development		
An appropriate, good honours degree (2:2 or higher)	E	A, C
QTS or equivalent	E	A, C
Evidence of further professional study	E	A, C, R
Qualifications and training		
Evidence of "outstanding" practice, including teaching, learning and assessment	E	A, I, R
Experience of raising achievement through intervention in teaching practice	E	A, I, R
Experience of successful leadership within a subject area	D	A, I, R
Proven experience of successful middle leadership in a school	E	A, I, R
Proven record of innovation and leading change successfully	E	A, I, R
Experience of school improvement planning	E	A, I, R
Knowledge		
Ability to teach your subject across the whole ability range	E	A, I, R
Thorough knowledge of the National Curriculum for your subject/ department	E	A, I, R
Evidence of successful experience of curriculum/ subject development	E	A, I, R
Experience of successfully managing an aspect of school/ department improvement	E	A, I, R
The ability to prepare and deliver lessons which actively engage all scholars throughout the age and ability range at Key Stages 3 and 4	E	A, I, R
An up to date understanding of current developments and initiatives	E	A, I, R
An ability to evaluate the work of others and enable their development through consultation, coaching and support	E	A, I, R
Skills		
Evidence of strong leadership skills	E	A, I, R
Evidence of effective team work and collaboration	E	A, I, R
Ability to inspire and motivate scholars	E	A, I, R
An ability to analyse data and information, identify patterns and trends and to formulate strategies for improving learning	E	A, I, R
Excellent communication skills, both oral and written	E	A, I, R
The ability to gain the confidence and respect of scholars, staff and parents	E	A, I, R
Ability to prioritise, plan and organise own work	E	A, I, R
Other		
Committed to equality of opportunity and the safeguarding and welfare of all pupils		E, I, R
Effective use of the ICT packages e.g. Word, Excel or equivalent	E, A, I, R	
Ability to fulfil all spoken aspects of the role with confidence and fluency in English	E, A, I, R	
Commitment to being involved in the wider life of the school through participation in extra-curricular activities.	E, A, I, R	
Must pass <i>all</i> relevant safeguarding of children checks		DBS checks, self-declaration and interview
*AF= Application Form; C = Certificate; R= References; I= Interview		



Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission, we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone, whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

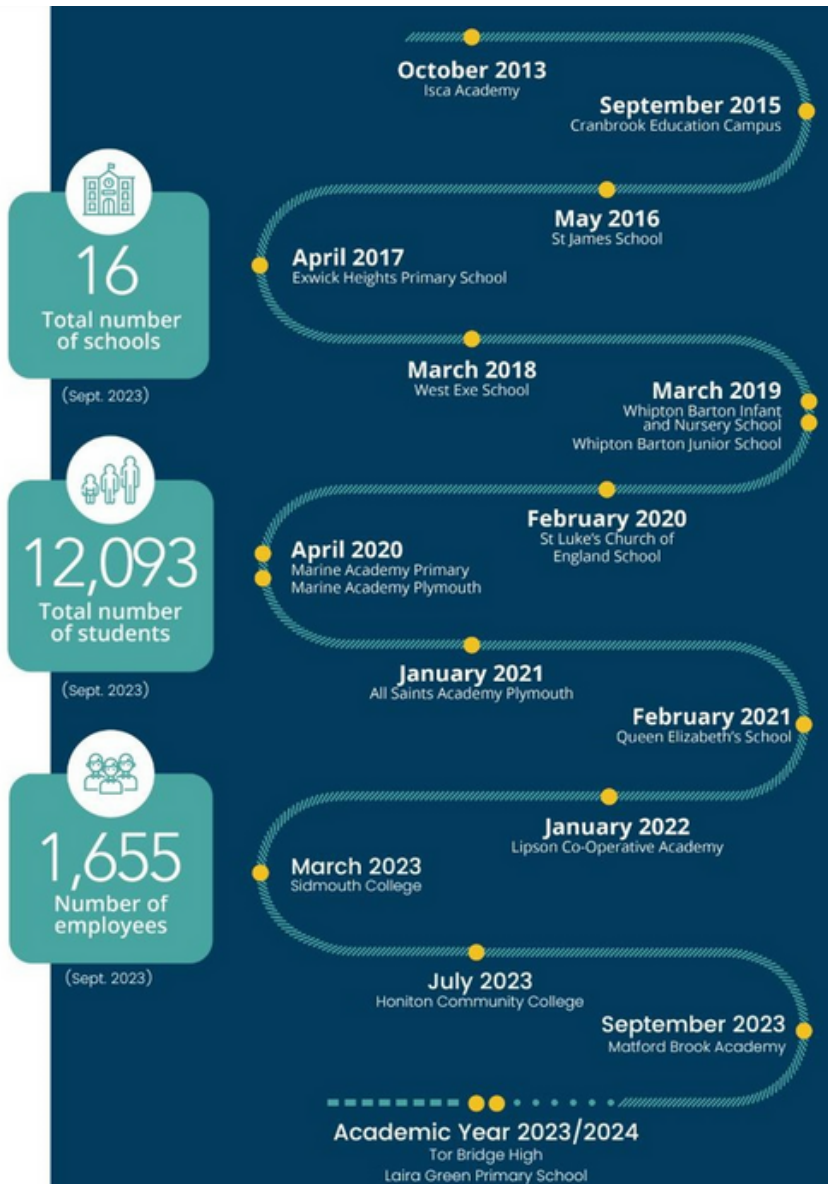


In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities for a Headteacher joining our Trust to access leadership development, study tours and wider networks with some of the best schools, trusts and leaders across the country.



Colyton Grammar



Key Details

Job Title: Associate Assistant Headteacher - Scholar Development

Location: Exeter, Devon

Salary: L4 - L8

Closing Date: 9am - Sunday 3rd March 2024

Interview Date: Wednesday 6th

& Thursday 7th March 2024

We are looking for a passionate, innovative and highly motivated Associate Assistant Headteacher to lead Scholar Development and transform the lives of our young people at Isca Academy. We want all our scholars to be ambitious on their journey to success and are now looking for an Associate Assistant Headteacher to join our Senior Leadership team who can model and lead exemplary practice across the school, ensuring every scholar is able to follow their dreams. You will be relentlessly aspirational for all our scholars and place no ceiling on their success. You will lead on rewards, transition, 'The Isca Award', scholar and parent voice, working towards our vision of becoming the highest performing school in the country and providing the very best opportunities for our children.

If you are interested in this position, we would love to meet you. Come and see us in action.

How to apply

Application forms and further information are available from our website: www.iscaexeter.co.uk

For an informal conversation and to find out more about the role please contact Harriet Smith, PA to the Headteacher on harriet.smith@iscaexeter.co.uk. Visits to the school are also encouraged.



Recruitment Pack

Thank you for your interest!

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