



DEPUTY HEADTEACHER (PASTORAL) CANDIDATE PACK

Required for Easter 2025
Permanent, Full-Time

Competitive STPCD Salary
(Group 7, L18-22)



ALDRIDGE SCHOOL
SIXTHFORM

-Achieving Excellence Together.





Welcome Letter from Headteacher

January 2025

Dear Applicant

Vacancy for the Role of Deputy Headteacher – Aldridge School

Thank you for taking the time to find out more about Aldridge School and our Deputy Headteacher vacancy.

The Mercian Trust and Local Governing Body are looking to appoint an inspirational leader for Aldridge School with a proven track record of leading exceptional behaviour, attitudes and personal development, and the skill set to ensure that the very highest educational and pastoral standards are met throughout the school.

The Trust is dedicated to equipping our students to live life to the full by realising their potential, thriving in the world of work and by making a positive contribution to the local, national and international community. We aim to achieve this by empowering social mobility, being fully committed to social inclusion and delivering social justice amongst our student community.

At Aldridge School, we support the Trust's vision by providing an outstanding education that inspires all of our young people to excel in the classroom and beyond. Our mission is to challenge and support our young people to fulfil their potential and to discover their unique talents in an educational setting where they will thrive and be happy. The primary purpose of this role is to lead the creation of a culture and school environment that enables all students to develop confidence, resilience and strength of character, so that they can make best use of the strong grades we support them to achieve.

We strongly encourage interested candidates to contact the Trust to make arrangements for an informal, confidential conversation about the post and register for a tour of the school.

We hope that the information provided in this pack will inspire you to apply for the role of Deputy Headteacher of Aldridge School.

We look forward to hearing from you.

Barry Worth
Headteacher

About our School

Aldridge School is a comprehensive school of around 1,600 students situated near the centre of Aldridge village. We believe that it is our responsibility to work to meet the needs of every individual student, challenging them to achieve their best, supporting them to become responsible young adults and preparing them for their next steps into the world of work or further education.

Aldridge School is a good school (Ofsted 2017). It is a school which is proud of its traditions and successes which have been achieved through hard work and high expectations. In particular, we encourage our students to be Respectful, Responsible, Resilient and Ready to learn in order that they will be happy and successful at school and in the wider world beyond.

Aldridge School has a dedicated, talented and conscientious team of staff who work together to provide a high standard of teaching, excellent pastoral care and professional support services. Our broad curriculum is designed to meet national expectations, be relevant and interesting, support our students in achieving the best possible standards in external examinations and to equip them with the skills they need to be successful in adult life.

At Aldridge School we have a popular and thriving Sixth Form. We are very proud of our students' success with 90% securing places at University or on Higher Apprenticeships when they leave our Sixth Form. We offer a very broad range of both academic and vocational courses at level 3, ensuring that Aldridge School Sixth Form is an option for a wide range of students.



We also enjoy strong links with surrounding primary schools, working with students in Years 5 and 6 including work in Science, Maths, English, Performing Arts and Enterprise. We are proud of our community and we work hard to promote this pride in all our partnerships, so that we can make sure that future students from these schools enjoy an easy, enjoyable transition to Aldridge School.

Aldridge School has a long and proud tradition of outstanding musical teaching, in both our general curriculum and our scholarships, which are awarded to up to twenty seven of our most gifted and aspiring students each year. Aldridge School has an ambitious annual music making programme and students have the opportunity to join one of our many instrument ensembles. We support our music students with exemplary teaching staff, who are supplemented by a group of passionate, high level instrumental tutors.

Music scholars take part in extra studies, which sets them on the path to the highest level of music and academic qualification. Their lessons include performance, Grade 5 theory and exploring different musical styles to develop their composition skills. They could reach as high as Grade 8 on two or more instruments and may even elect to take a performing diploma.

A long line of past students have continued their studies at Oxford, Cambridge, major universities and the Royal Music Colleges.

Students at Aldridge School are friendly, polite and respectful. Strong relationships between staff and students contribute significantly to ensuring that students are happy and feel safe.





OUR STRATEGIC PLAN

2020-2025 (Mid-Point 2022)

COMMON PURPOSE (OUR MISSION)	Increasing Opportunities, Improving Outcomes.
LIFE TO THE FULL (OUR VISION)	Equipping our students to (1) realise their potential (2) thrive in the world of work (3) make a positive contribution to the local, national and international community.
GOOD RIGHT & TRUE (OUR APPROACH)	Good: Honesty, integrity, and positivity in our approach to people and tasks. Right: Professionalism, teamwork, and a pioneering spirit (innovation). True: Accuracy, precision and sincerity in our work.

OUR PRIORITY THEMES



Transformation: Social Mobility, Social Justice.

- 1.1 Develop and deliver an ambitious, relevant and responsive **CURRICULUM** inside and outside the classroom (academic, vocational, enrichment and cultural).
- 1.2 Enhance aspirational, inspirational, evidence-based **TEACHING** and experiential **LEARNING**.
- 1.3 Support students' physical **SAFETY**, mental **WELLBEING** and **CHARACTER** development including through student leadership in the community.



System and Structures: Enabling Successful Schools.

- 2.1 Develop effective **MAT CENTRAL TEAMS**, structures and systems to support schools with clear SLAs that demonstrate commitment and drive improvement.
- 2.2 Recruit, develop and maintain effective **LEADERSHIP AND GOVERNANCE** at all levels while succession planning for the future.
- 2.3 Strengthen leaders' commitment to the students and staff in more than one school through **COLLABORATION** and **SYSTEM LEADERSHIP**.



Digital Transformation: Teaching, Learning and Leadership Practice.

- 3.1 Upskill teachers to become experts in **DIGITAL TOOLS** and **PLATFORMS** (personalising high-quality content and interaction with students).
- 3.2 Reduce **STAFF WORKLOAD** and discover **NEW EFFICIENCIES** through collaboration, automation (AI/IoT), innovation and influence beyond one school.
- 3.3 Optimise evidence-based decision making through **DATA ANALYTICS**.



Becoming an Employer of Choice

- 4.1 Further develop a well-trained, professionally **SKILLED & MOTIVATED** workforce (through opportunities + **CPD** beyond one school).
- 4.2 Deliver consistent, harmonised **PAY** and **CONDITIONS OF SERVICE** as one employer committed to fairness across uniquely diverse schools.
- 4.3 Introduce staff rewards and **RECOGNITION** and increase staff retention and internal **PROGRESSION** (promotion within the Trust) for staff [Note: This links to our EDI commitments].



Growing the Trust (in size and influence)

- 5.1 Demonstrate **TRUST CAPACITY** through improvements in existing schools (performance tables) and through securing **GOOD AND BETTER OFSTED JUDGEMENTS** that are recognised by parents, external stakeholders, future partners, and the DFE.
- 5.2 Increase **STUDENT NUMBERS C.5K -> C.10K** through increasing PAN, recruitment/retention in post-16 and through additional schools joining the Trust.
- 5.3 Realise **EXPANSION** projects and **BUILDING PROGRAMMES**.

OUR TOOLKIT



Scheme of Delegation	System Leadership	Professionalised Governance
QA & External Reviews	Integrated Business Planning	Teacher & Leader Development
Single Digital Platform	Professional Support Services	Therapists / Clinical Team

External Network Contribution: DFE Advisory Boards, CST, Chartered College, Whole School SEND, LLSE, UoB



OUR TRUST BLUEPRINT FOR LEADERSHIP AND CULTURE

OUR PURPOSE

Increasing opportunities, improving outcomes.

OUR MANTRA

Life to the full in pursuit of what is good right and true

OUR PRINCIPLES

[P1]
**Social Mobility
and Social Justice**

[P2]
**Belonging and
Inclusion**

[P3]
**Innovation and
Improvement**

[P4]
**Safeguarding and
Wellbeing**

OUR VALUES (WHO WE ARE)

[V1]
We Care

We are:
Kind
Compassionate

We are uncompromising
in our pursuit of:
Excellence
Rigour

[V2]
We are Courageous

We are:
Ambitious for all our
students and staff

We are:
Agile, flexible and bold
in our decision-making
(including taking the
'difficult decisions')

[V3]
We are Candid

We are people of:
Honesty
Sincerity

We welcome:
Clarity
Feedback
Critique

[V4]
We are Accountable

We model:
Leadership
Integrity

We demonstrate:
Objectivity
Openness

OUR PROFESSIONAL BEHAVIOURS

In our work:

We work with accuracy and precision; we are inquisitive and professional
We demonstrate positivity, resilience and determination.

In our relationships:

We uphold and embrace fairness, equitability and teamwork.
We collaborate respectfully, and demonstrate commitment to each other.

In our development:

We engage with quality educational research.
We develop ourselves and others through tailored professional learning.

In our approach:

We are outward looking with a pioneering spirit.
We navigate change with a commitment to serve our local communities.

About The Mercian Trust

The Mercian Trust is one of the largest regional Trusts in the West Midlands with 9 schools and more than 9,700 students. We are making strategic investments of time, focus, and resources into our people and organisational culture – and we are prioritising the development of leaders at all levels.

About The Mercian Trust

The Mercian Trust was incorporated in January 2018 and currently governs nine secondary schools, comprising selective grammar schools, large comprehensive schools, an alternative provision free school and a 14-19 specialist studio school.

In 2021, the Regional Schools Commissioner approved the merger between The Mercian Trust and Q3 Academies Trust. The formal merger transfer was completed on 1st May 2022 when all nine academies of the two Trusts became part of the same family of schools governed by The Mercian Trust.

- **Aldridge School (11-18)**
- Q3 Academy Great Barr (11-18)
- Q3 Academy Langley (11-16)
- Q3 Academy Tipton (11-18)
- Queen Mary's High School (11-18, selective)
- Queen Mary's Grammar School (11-18, selective)
- Shire Oak Academy (11-18)
- The Ladder School (Alternative Provision)
- Walsall Studio School & Sixth (14-19)

The Members of The Mercian Trust include The Vine Trust and the Queen Mary's Foundation. Both are charitable organisations focused on improving the futures of local young people.

Plans for the future

We are nearing the conclusion of our current 2020-25 strategic plan:

- 1. Leading students on a transformational journey** empowering social mobility and delivering social justice.
 - a. Develop and deliver an ambitious, relevant and responsive curriculum inside and outside the classroom (academic, vocational, cultural)
 - b. Enhance aspirational, inspirational, evidence based teaching and experiential learning
 - c. Support students' physical safety, mental wellbeing and character development including student leadership in the community
- 2. Establishing systems and structures** to enable successful schools
 - a. Develop effective MAT central teams and systems (finance/HR/Estates and more) to support schools with clear SLAs that demonstrate commitment and drive improvement
 - b. Recruit, develop and maintain effective leadership and governance at all levels while succession planning for the future
 - c. Strengthen leaders' commitment to the students and staff in more than one school through collaboration and system leadership
- 3. Driving the digital transformation**
 - a. Upskill teachers to become experts digital education (personalising high-quality content and interaction with students)
 - b. Reduce staff workload and discover new efficiencies through collaboration, automated operations, innovation, and influence beyond one school
 - c. Optimise evidence-based decision making through data analytics

4. **Becoming an employer of choice**
 - a. Further develop a well-trained, professionally skilled and motivated workforce (through opportunities and CPD beyond one school)
 - b. Deliver consistent, harmonised pay and conditions of service as one employer committed to fairness across uniquely diverse schools
 - c. Introduce staff rewards and recognition and increase retention and internal progression (promotion within the trust) for staff in all schools

5. **Growing the Trust in size and influence**
 - a. Demonstrate Trust capacity through improvements in existing schools (performance tables) and through securing good and better Ofsted judgements that are recognised by parents, external stakeholders, future partners and the DfE
 - b. Increase student numbers from c5k to c10k through increasing PAN, recruitment/retention in post 16 and through additional schools joining the Trust
 - c. Realise expansion projects and building programmes

Areas of focus for the Trust board at the moment include:

1. Successful Growth

Having consolidated following our successful Trust merger, we are now preparing for our next period of growth in size and influence including new schools joining our Trust, increases in PAN, and increases in sixth form numbers. Ensuring this growth enables us to develop and refine our structures, systems and staff to be even more successful for our schools and the communities we serve. We are well-positioned to make a significant contribution to a Trust-led education sector.

2. **Equality, Diversity and Inclusion (EDI)** - The Trust is passionate about its commitment to social mobility, social justice and inclusion in three significant areas.

- a. **Students** - Closing the gaps in opportunity, attainment and progress for disadvantaged students, students with SEND, vulnerable students and others with protected characteristics that may mean they are more likely to face discrimination and prejudice.
- b. **Staff** – Developing and nurturing opportunities for staff (including leadership development) particularly for those who are more likely to face discrimination and prejudice.
- c. **Governance** - Increasing numbers of non-executive leaders and governors from underrepresented groups.

3. Digital Transformation

Delivering the digital transformation of how we teach, learn, lead and operate. The Trust is establishing a single consolidated digital ecosystem / infrastructure that facilitates 'economies of scale' and 'network effect' of being part of one charitable trust.

Trust ethos & values

Our name is rooted in history and expresses a geographical identity and ambition. The ancient kingdom of Mercia encompassed much of what we now recognise as the West Midlands – and crucially for us it included what we now call the Black Country. It was in Mercia that St Chad established an association of small monasteries which fostered unity through bonds of kinship.

Now, almost fifteen hundred years later, we look to demonstrate the same spirit in our approach. We are a family of schools committed to each other – diverse in nature, proud custodians of our history and success, but together, one charitable trust with a common purpose.

Our Trust exists to equip our students to:

- Realise their potential
- Thrive in the world of work
- Make a positive contribution to the local, national and international community.

Our mission is **increasing opportunities and improving outcomes**. Our mantra is Life to the full in pursuit of what is **good, right and tr**

About You

You will:

- Align with our Trust's Blueprint for Leadership and culture and demonstrate this in your values and professional behaviours.
- Be committed to our mission of social mobility and social justice, with an unwavering commitment to those students who are disadvantaged, have SEND or are more likely to face discrimination.
- Work with all stakeholders to create a school culture of safeguarding, belonging and inclusion.
- Be ambitious and charismatic
- Lead with care, courage and candidness and demonstrate accountability through your leadership values.
- Lead by example and be passionate about constantly driving improvement with innovation and a pioneering spirit.
- Be positive in your outlook along with resilient and determined in your approach.
- Be well respected for your authenticity of character
- Be committed to a distributed leadership model and make your leadership style responsive to those being led
- Have experience of leading attendance, behaviour and personal development policies, systems and processes that have delivered an impressive impact on contributing to exceptional student outcomes, including high attendance and low exclusion rates
- Share our passion and belief that our students deserve only the best
- Be prepared to lead from the front with strong communication and team building skills
- Be committed to the education and life chances of vulnerable and disadvantaged students
- Be keen to work collaboratively with peers across the Trust

Job Description – Deputy Headteacher

As Deputy Headteacher, you will carry out duties in line with the conditions of employment as set out in the current *School Teacher's Pay and Conditions* document and our Trust's policies and procedures.

Purpose

At Aldridge School, we have two main aims. Firstly, we aim to challenge and support our young people to develop strong cognitive and metacognitive skills, so that they achieve well. And secondly, we aim to challenge and support our young people to be confident, resilient and independent, and develop strength of character.

The Deputy Headteacher (Pastoral) will lead on our second aim, working with the Headteacher to design and intentionally create a school culture and environment that will ensure **behaviour, attitudes** and **personal development** in the school are exceptional.

Key Responsibilities

School Culture

- Promote a school culture that prioritises our core values of kindness, honesty and respect.
- Promote a school culture that challenges and supports students to develop the 'Aldridge School Learning Habits' that we know are required to achieve success.
- Ensure all teachers set high expectations which inspire, motivate and challenge all students.
- Ensure a school environment in which commonalities are identified and celebrated, difference is valued and nurtured, and bullying, harassment and violence are never tolerated.
- Articulate, model and rehearse practices that contribute to our intended school culture and challenge and support every member of the school community to do the same.

Attendance

- Lead on the creation and consistent implementation of a whole school approach to ensuring students have high attendance and come to school on time and are punctual to lessons.

Behaviour

- Lead on the creation and consistent implementation of a whole school approach to recognition, rules and sanctions that is predictable and built on good relationships between students and staff.
- Ensure the school's approach to promoting positive behaviour is clearly understood by all members of the school community.
- Ensure high standards of student behaviour and courteous conduct in accordance with the school's core values and behaviour policy.
- Implement consistent, fair and respectful approaches to managing behaviour.
- Work with staff across the school to continuously refine and improve behavioural approaches, considering information from colleagues and data.

Personal Development

- Ensure that students have access to a wide, rich set of experiences.
- Oversee the extra-curricular programme to ensure that a wide range of opportunities are available to students to develop their skills and personalities.
- Ensure that there is a strong take-up by students of the opportunities provided by the school, particularly by students from under-resourced backgrounds.
- Promote student leadership opportunities, such as school councils, peer mentoring and ambassador programmes, ensuring all students have avenues to develop and contribute to the school.
- Champion the role of student voice, establishing effective feedback mechanisms to address student ideas and concerns.
- Oversee the school's pastoral system, ensuring a comprehensive framework that supports the emotional, social, and behavioural development of students.

Safeguarding

- Lead the school's safeguarding systems and processes, managing Designated Safeguarding Leads (DSL) and Deputy DSLs, ensuring up-to-date training and compliance with all relevant safeguarding legislation and school policies.
- Have overview of all safeguarding matters, including responding to concerns, managing cases and liaising with external bodies.
- Ensure all staff and Governors are trained and confident in recognising and responding to safeguarding concerns.

Professional Development

- Lead training and professional development for staff, with a focus on attendance, behaviour, pastoral care, safeguarding and student wellbeing.
- Provide strong guidance and mentoring to pastoral team leaders and members, empowering them to excel in their roles.

Miscellaneous

- Any other duties as directed by the Headteacher

Person Specification (and shortlisting criteria)

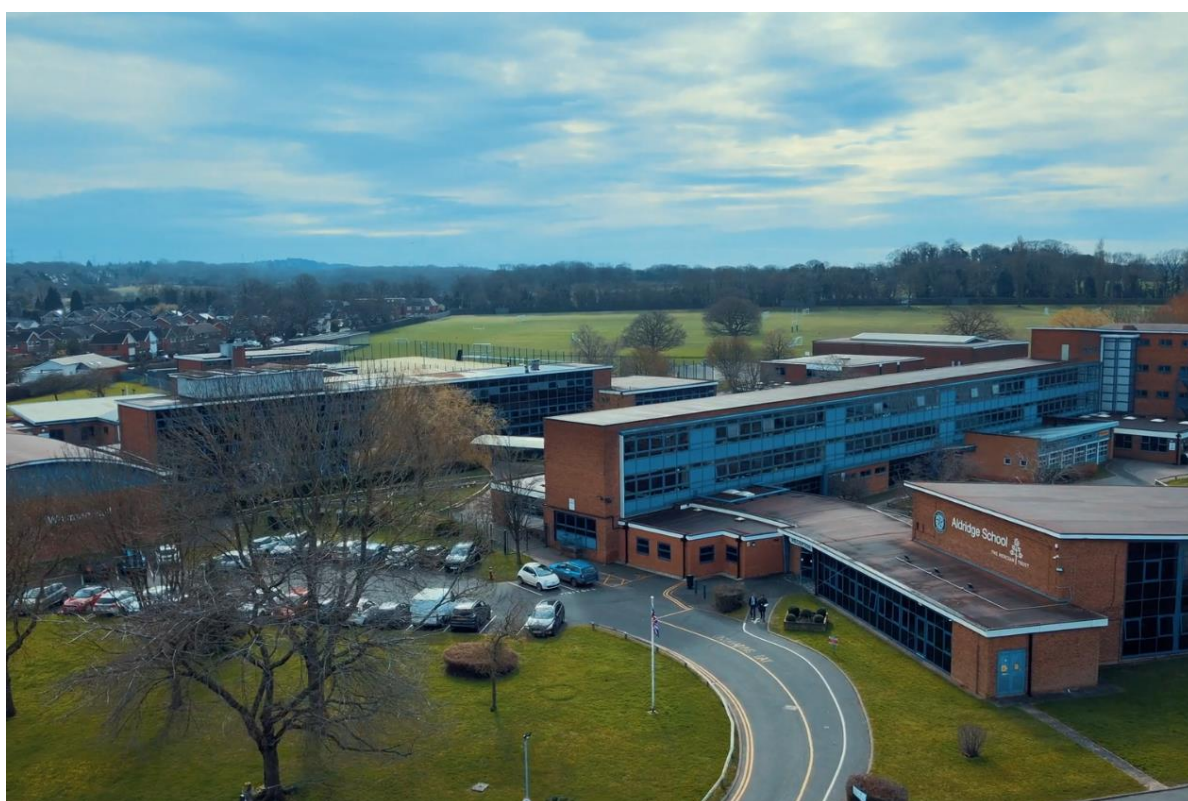
QUALIFICATIONS	ESSENTIAL	DESIRABLE	EVIDENCE
QTS	X		Application / Cert
Honours Degree or Equivalent	X		Application / Cert
Recent Relevant Professional Development	X		Application / Cert

LEADERSHIP AND MANAGEMENT SKILLS AND ATTRIBUTES	ESSENTIAL	DESIRABLE	EVIDENCE
A commitment to our Trust's Blueprint for leadership and culture.	X		Application / Interview
Presence and the ability to provide strong visible leadership	X		Interview
The ability to set high and clear expectations, hold others to account for their performance and contributions they make to the school community	X		Application / Interview
Excellent interpersonal skills and the ability to relate to people with understanding, humour and tact, to communicate effectively with a range of audiences and to listen to others' points of view	X		Interview
Able to see the 'big picture' and translate this into reality	X		Application / Interview
Able to accurately interpret and use comparative data effectively in raising whole school standards	X		Interview

SKILLS AND SUCCESSFUL EXPERIENCE WITH IMPACT	ESSENTIAL	DESIRABLE	EVIDENCE
Effective Senior Leadership in a school	X		Application
Leading whole school improvements in a range of areas including attendance, behaviour, personal development and safeguarding practices	X		Application / Interview
Composing, implementing and evaluating strategic improvement and development plans	X		Application
Work with external agencies, employers, voluntary groups and other stakeholders.		X	Application / Interview

Person Specification (continued)

KNOWLEDGE AND UNDERSTANDING	ESSENTIAL	DESIRABLE	EVIDENCE
National DFE policies and development in secondary education	X		Interview
Ofsted framework and associated publications	X		Interview
Safeguarding, pastoral and external agency support for all students including the most vulnerable	X		Interview



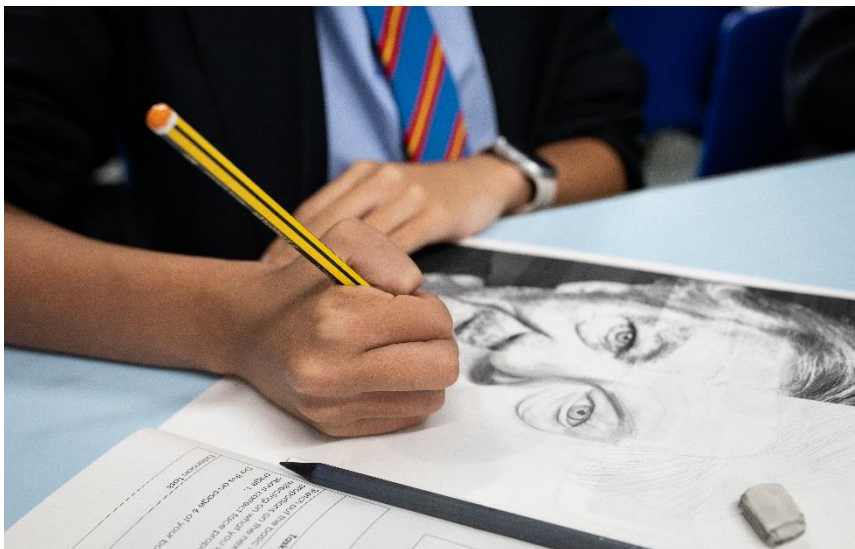
Our offer to you

- A superb staff team committed to doing their absolute best for all in our school community.
- Support from our Trust central teams and other schools in our Trust to ensure you have the tools to deliver success (our schools are all located close to one another, and we work better when we are working together).
- A wealth of support for your ongoing continuing professional development, including a Trust-wide programme for leaders drawing on expertise from across the Mercian Trust and external professional coaches.
- A comprehensive employee assistance and staff benefits package including Simplyhealth (cash-back health plan and 24:7 video call and telephone access to GP and counselling), salary sacrifice schemes including our new Electric Car scheme, and discounts portal (ranging from gym membership to discount cards and vouchers for online and high street retailers).
- There will never be a dull moment; we never stand still, every day offers new challenges and opportunities within an ambitious, forward-thinking team.

Safeguarding and Safer Recruitment

- **The Mercian Trust is committed to equal opportunities, safeguarding, and promoting the welfare of children and young adults. We expect all staff to share this commitment. As this post involves working in regulated activity unsupervised with children all post-holders are subject to satisfactory pre-employment checks including an online search check, Enhanced Disclosure and Barring Service check.**
- You are required to uphold all relevant policies in respect of child protection and safeguarding, which are based on KCSIE (2024) and Working Together to Safeguard Children (2018).
- You are required to demonstrate and model the Nolan Principles (The Seven Principles of Public Life): Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.
<https://www.gov.uk/government/publications/the-7-principles-of-public-life>

You should demonstrate your commitment to our equality policy and all our related work to promote diversity, inclusion and belonging.



Key Information – How to Apply

Post	Deputy Headteacher (Pastoral)
Responsible to	Headteacher Full time, permanent
Contract and Salary	Competitive Salary on STPCD Leadership Scale (Group 7, L18 – L22)
Closing Date	12 noon on Tuesday 11 February 2025
Interview Dates	Wednesday 26 th and Thursday 27 th February 2025
Start Date	Easter 2025
Informal Confidential Conversations and Visit of School	To speak to the Headteacher about this post or to arrange a tour, please contact Mrs R Knight, PA to Headteacher on 01922 743 988 Ext. 2224 or Email: r.knight@ald.merciantrust.org.uk
How to apply	<p>Please complete the Online Application Form via our Mercian website.</p> <p>Please ensure your supporting statement outlines the following:</p> <ul style="list-style-type: none">• How your recent and relevant experience has prepared you to be successful in this post.• How your vision and leadership aligns with the school and our Trust's Blueprint for leadership and culture.• How the impact you have had in your career to date is an appropriate foundation for you to undertake this role. <p>Please note – your ability to communicate a wide range of information with appropriate examples and evidence clearly and concisely in your supporting statement will be assessed as part of the shortlisting process.</p>