



Information pack for Pioneer Secondary Academy



Associate Assistant Headteacher
(Director of English)

Headteacher welcome

Dear Applicant

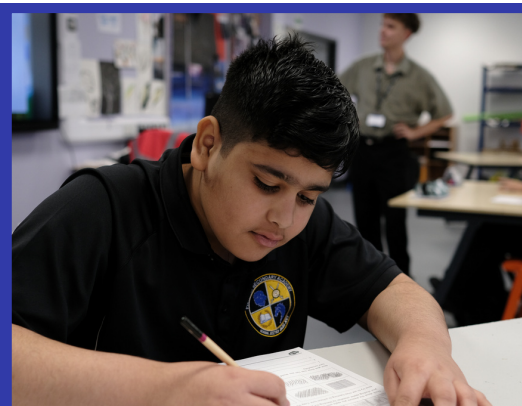
I extend a warm welcome to you as you consider applying for this position at Pioneer Secondary Academy (PSA), where I am privileged to serve as the Headteacher.

As a smaller-than-average secondary school, we take pride in creating a community with a warm family atmosphere. This unique setting not only enables students to build confidence but also ensures the rapid formation of friendships that last a lifetime. Within our tight-knit community, every student is recognised, valued, and supported. While our commitment to high expectations is evident in our impressive exam results, we strive to go beyond that. Our focus is on nurturing well-rounded individuals who will become the leaders of tomorrow.

We're proud to be one of only 500 secondary schools in the UK with its own CCF unit, which, since its humble beginnings in October 2018, has flourished and now comprises 100+ cadets. Furthermore, at PSA, the Sikh spirit serves as the heartbeat of the school, guiding our ethos and our RAISE values, which comprises embracing both British and Sikh values. We strive to nurture individuals who make ethical choices and create positive change by serving others.

At PSA, we understand the importance of cultivating a team of hardworking and committed individuals seeking to advance further in their careers. We value and actively support the professional development of our diverse staff, creating an environment where personal and career growth are encouraged. We eagerly anticipate the opportunity to welcome passionate and ambitious individuals into the PSA community, where together, we continue to shape the future leaders of our world. If you are excited by what you have read so far, we look forward to receiving your application very soon.

Mr Harmeet Sahota
Headteacher



Job Description

Role: Associate Assistant Headteacher (Director of English)

Salary: L6-L8 (equivalent)

Start date: Sep 2024

Apply by: Wednesday 7 February 2024

The core purpose of the Associate Assistant Headteacher (Director of English) is to provide professional leadership and management for Pioneer Secondary Academy.

The Associate Assistant Headteacher (Director of English) is an employee of Sikh Academies Trust (SAT) and is required to carry out all duties professionally as detailed in the School Teachers' Pay and Conditions Document (STPCD) 2021.

The Academy is designated by the Secretary of State as a school with a religious character. The School's Instrument of Governance states that Pioneer Secondary Academy is a Sikh Faith School and is to be conducted as a Sikh school in accordance with Rehat Maryada.

General Duties

The Associate Assistant Headteacher (Director of English) will take a major role in driving forward the vision of the school with all internal and external stakeholders. This will apply to running a high performing English Department and as an integral member of the Extended Leadership Team.

A whole school responsibility will be agreed with the post holder and provision made for them to undertake this whilst in post. It is also expected that the post holder will have line management responsibility for another significant area of the school.

The successful candidate will be fully supported in their career and professional development through ongoing CPD and a commitment to personal development. There will also be a teaching commitment within the general framework of the schools' timetable.

Associate Assistant Headteacher (Director of English) accountabilities

1. **Leadership:** Inspiring and managing the teaching and support staff, creating a departmental vision, coordinating the Departmental Development Plan, maintaining discipline, and playing a pivotal role in school-wide development.
2. **Curricular and Departmental Development:** Contributing to curriculum continuity and progression, overseeing the Departmental Action Plan, developing comprehensive schemes of work, incorporating various assessment methods, and strategising for students' overall development, including those with Special Educational Needs and Disabilities (SEND).
3. **Stock, Resources, and Budget Management:** Efficiently managing departmental resources, finances, and inventory, ensuring best value for money, and maintaining easy access to resources for staff and students.
4. **Liaison and Communication:** Regularly liaising with senior leadership teams, coordinating exam entries, acting as the primary contact for department-related issues, and managing communications with parents and carers.
5. **Professional Development:** Providing in-service training, overseeing the development of trainee and newly qualified teachers, identifying staff development opportunities, and keeping abreast of departmental subject developments.
6. **Additional Duties:** Creating and reviewing the Departmental Handbook, collaborating with other Heads of Department for effective intervention programs, managing departmental contributions to school communications and prospectuses, and strategic leadership of Quality of Education in alignment with school and academy trust policies.

The successful candidate will hold whole school responsibility for: Policies related to role and responsibility.

Senior Leadership Team responsibility

- To support that authentic and true qualities of Sikh education are embraced and implemented in the school.
- To assist the Headteacher in whole school strategic planning with specific responsibilities for designated areas.
- To undertake the implementation of parts of the School Development Plan.
- To line manage designated Subject Leaders and/or other staff in all aspects of their responsibilities for raising achievement in the school.
- To undertake an appropriate safeguarding course to be able to contribute and act swiftly to any cases relating to child protection concerns.

- To assist the Headteacher in the self-evaluation process of the school through lesson visits, observations, departmental and pastoral reviews, departmental examination reviews and other school self -evaluation systems.
- To support the school's ethos and partnership with the community. This will include giving assemblies and supporting evening functions.
- To share with other members of the Leadership Team the responsibility for the daily administration and good management of the school. This will include participation in gate and other duty and lunchtime supervision.
- To share responsibility with other members of the Leadership Team for the good order and conduct of students throughout the school.
- To attend Leadership Team meetings and other management meetings as required. To attend meetings of the Governing Body and its committees as required.

Accountability for the Effective Provision and Leadership of Identified Subject Areas/ Teams

- To establish clear expectations and constructive working relationships among staff through teamwork and mutual support.
- Devolving responsibilities and delegating tasks as appropriate.
- Monitoring, evaluating and reviewing practice.
- Developing an understanding and acceptance of accountability.
- To maintain high standards of professional behaviour and presentation to reflect the expectations made of our students.
- To be responsible for the line management of designated staff.
- To contribute to good management practice by ensuring positive staff participation and effective communication and procedures.
- To lead professional development of staff through example and support, ensuring that staff development needs are identified and that appropriate programmes are devised to meet such needs.
- To maintain high expectations of all staff and be prepared to challenge poor performance.
- To promote an understanding of the schools' behaviour policy and address inappropriate behaviour in line with the schools Behaviour policy.

Any other responsibilities that the Headteacher may reasonably direct

- Developing partnerships with other institutions and agencies.

- The successful candidate will carry out a teaching commitment within the general framework of the schools' timetable.
- Attending and organising school events and functions, as well as attending appropriate meetings with colleagues and parents/carers.
- Welcoming parental and community involvement in the life and work of the school. Participating in the performance management process.
- Delivering assemblies and speaking at other public events to reinforce the published vision, values and ethos.
- The post-holder must be flexible to ensure that the operational needs of the school are met.

Equality and Diversity

The school is committed to promoting equality for all students and employees. Every individual will be treated with courtesy and respect, and their contribution to the learning process will be valued. All employees are expected to understand and promote equality and diversity in the course of their work.

Safeguarding Children

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. A Section 128 check will be carried out on individuals applying for any role that retains or has been delegated any management responsibilities under the terms of a direction made by the Secretary of State for Education.

This is an exciting time to become part of a school being launched under new leadership and governance and planning for a dynamic successful future. Pioneer Secondary Academy is a smaller than average secondary school with a calm atmosphere and high ambitions for its students who are:

“confident, articulate young people who think carefully about their role in the world and display positive behaviour and attitudes.”

We are now seeking to appoint an individual who shares our passion for learning and our determination to change lives through the education we provide. We place great passion on staff well-being and development, at all levels with an extensive programme of professional development, offering a whole range of opportunities for colleagues to develop their potential within and beyond Pioneer.

How do I apply?

Further information and an application form can be found on our school website: pioneersecondaryacademy.com.

For more information, or to arrange a visit to the school (encouraged), please contact vacancies@sikhacademiustrust.com. Applications will be shortlisted and interviewed at the earliest opportunity. Early applications for this post are recommended.

PSA is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS record check.

Our values

Students at PSA are taught our core values of Respect, Aspire, Integrity, Seva and Equality. Our values are represented in the word 'RAISE' and consist of the characteristics that we believe underpin the development of our students.



Our Values

Pioneer Secondary Academy

Respect

Show tolerance and empathy towards others.



Aspire

Set ambitious goals.
Have no limit.



Integrity

Always do what is right.
Be honest and trustworthy.



Seva

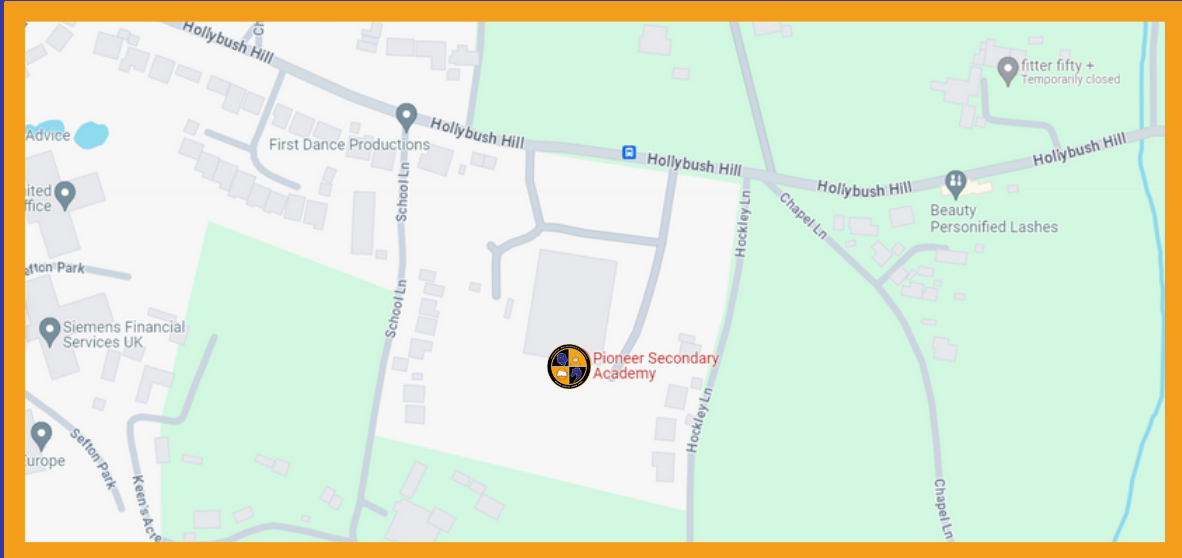
Always seek to help others.
Be selfless.



Equality

Embrace our differences.
Treat everyone fairly.





We are located in Stoke Poges, with transport links to Slough (106 and 107 bus). We are close to the A40 and M4 motorway. Heathrow airport is approximately 25 mins away by car.

Contact us:

Pioneer House, Hollybush Hill,
Stoke Poges, SL2 4QB

01753 662 009

office@psa-bucks.com

