



**SOUTH BANK  
ACADEMY TRUST**

**INFORMATION FOR APPLICANTS**

**EXECUTIVE  
HEADTEACHER  
(SECONDARY)**



# ARE YOU READY TO CHANGE THE WORLD?

## EXECUTIVE HEADTEACHER (SECONDARY)

### THANK YOU FOR YOUR INTEREST IN SOUTH BANK MULTI ACADEMY TRUST.

It is my absolute privilege to be the Chief Executive Officer of South Bank Multi Academy Trust and I am really excited to appoint an Executive Headteacher, initially to provide leadership at York High School and our alternative provision within our Trust.

I became a teacher because I wanted to give every child the opportunity to change the world. I became CEO for the same reason. Therefore, I am looking for an Executive Headteacher (Secondary) who is absolutely committed to ensuring that all children

experience educational excellence every day so that they can change the world.

The successful candidate will work as part of a committed executive team, school improvement team and alongside the Executive Headteacher (Primary) to shape the future of education within our great multi academy trust. As a Trust, we are committed to:

- the pursuit of excellence and the highest expectations for our children;
- academic outcomes and personal development for each child in line with our vision and values;
- continuous improvement

for our schools through the **South Bank School Improvement Model**.

If you share our beliefs and priorities and are excited by this vital leadership role and want to make a real difference to children, I would very much welcome an application from you.

Please get in touch for an informal discussion about the role. I look forward to hearing from you.

**Mark Hassack**  
Chief Executive Officer



## SOUTH BANK MULTI ACADEMY TRUST

South Bank Multi Academy Trust formed in 2016, and initially comprised of Knavesmire Primary school, Scarcroft Primary School and Millthorpe School. Woodthorpe Primary School, York High School and Carr Junior School followed over the next few years, and in September 2023, we welcomed our alternative provision, Inspire Academy.

Our Trust-wide collaborative

approach ensures our children experience educational excellence every day. Each of our schools is vibrant and distinctive with their own unique character and we work hard to make sure that we serve our communities well. We don't believe in 'cloned' schools or a 'one size fits all' model; we encourage and celebrate each school's approach to providing an excellent education.

Our growing family of schools all benefit from structured support via our Central Team who have a range of expertise in school improvement, SEND and safeguarding, finance, estates and HR.

- For further information about how our Central Team support our schools, visit [southbanktrust.co.uk/our-trust-offer/](https://southbanktrust.co.uk/our-trust-offer/)



## OVERVIEW

# EXECUTIVE HEADTEACHER (SECONDARY)

### KEY FACTS

**Executive Headteacher**

**Permanent**

**Full time**

**L36: £111,469 per annum**

**Closing date: midnight  
on Tuesday 9 April 2024**

**Interview date(s): To be  
confirmed**

**Start Date: September 2024**

### ABOUT THIS ROLE

We are looking to appoint an Executive Headteacher, with substantial experience as a secondary Headteacher/Principal and a keen understanding of what it takes to lead multiple schools within a multi academy trust.

This is an exciting post, and the successful candidate will initially provide leadership at York High School and Inspire Academy, our newly opened alternative provision (September 2023). You will report directly to, and work closely with the Chief Executive, whilst still having the independence and agency to drive improvements across the schools.

Further specialised support in areas such as SEND, school improvement, finance and HR is readily available from the Trust's wider Central Team.

This model of Executive Leadership is proving to be successful in building leadership

capacity within multi academy trusts and is in line with our philosophy of building capacity in advance of need. Our Trust is morally driven and highly ambitious to make the right decisions in the interest of our children.

You will have the best interests of children at the heart of your decision-making, with a proven track record of significant improvements in all aspects of school leadership.

You will have the ability to quickly build effective working relationships at all levels, with the professional credibility required to really drive forward sustainable school improvement at pace.

You will lead at an executive level to enhance the work of school leaders in raising outcomes for pupils, both academically and personally. You will have the drive and determination to successfully collaborate in creating a culture of high expectations that raise standards.

This exciting and rewarding role would be ideal for an experienced, credible and inspiring leader, who has a great track record and the drive and determination to lead improvements across our small but growing Trust. In return, the Trust offers a range of staff benefits, including enrolment in the excellent Teachers' Pension Scheme, 24/7 access to an employee assistance programme and a range of family friendly policies, as well as regular, high quality professional development.

### THE APPLICATION PROCESS

Mark Hassack, CEO, will make himself available to discuss the position with potential candidates over the Easter break. Please contact

[recruitment@southbanktrust.co.uk](mailto:recruitment@southbanktrust.co.uk) in order to arrange a suitable time for a phone call.

**The deadline for applications is midnight on Tuesday 9 April 2024.**

To apply for this vacancy, please submit completed forms electronically to [recruitment@southbanktrust.co.uk](mailto:recruitment@southbanktrust.co.uk), for the attention of Mr Mark Hassack, CEO.

### ADDITIONAL INFORMATION

South Bank Multi Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments are made in accordance with safer recruitment practices and the statutory guidance in Keeping Children Safe in Education. Online checks will be carried out on all shortlisted candidates, and all appointments are subject to an enhanced DBS check, satisfactory references and checks regarding suitability to work with children.

South Bank Multi Academy Trust reserves the right to close advertisements early.

Advertisements will therefore close at midnight either on the advertised closing date, or at the point the decision has been taken to close the advertisement early. Applicants will be invited for interview once suitable applications are received, therefore early applications are strongly encouraged and advised.



# SOUTH BANK ACADEMY TRUST

## OUR SECONDARY COMMUNITY

# EXECUTIVE HEADTEACHER (SECONDARY)



## YORK HIGH SCHOOL

York High School is a mixed 11-16 school, serving a genuinely comprehensive intake, and is a school which is at the heart of our community. Our values of resilience, aspiration and success are woven through everything we do. We have an absolute commitment to maximising the potential of all

our students and the school has seen rapid and sustained change over the last five years, earning a 'Good' judgement from Ofsted in September 2022.

We seek to maximise the potential of all our students through character development, life skills and GCSE outcomes. All our staff

have a genuine commitment to excellent pastoral care and to maximising the potential of all of our students, and this must be reflected in the successful candidate's values.

■ Further information about York High School can be found on our website at [www.yorkhighschool.co.uk](http://www.yorkhighschool.co.uk)



## INSPIRE ACADEMY

In September 2023, our Trust-wide alternative provision, Inspire Academy, (*based at York High School*) opened to pupils. This enhanced provision supports pupils with significant social, emotional or mental health difficulties from both York High School and Millthorpe School.

Pupil places in Inspire Academy are via a referral process and

there are two types of placement. Key Stage 3 turnaround placements are for 6-12 weeks and Key Stage 4 placements are full time, permanent placements including work experience.

During their time at Inspire Academy, students are supported through a graduated response where the teachers and experienced teaching

assistants work with pupils to diagnose difficulties, deliver personalised interventions and ensure readiness for the next phase of education, training or employment so that pupils are equipped to make the transition successfully.

Our aim is to register Inspire Academy as an independent school in the near future.



## MILLTHORPE SCHOOL

Millthorpe School provides an excellent education to around one thousand young people from age 11 to 16. As well as strong academic results showing excellent progress by all groups of pupils, Millthorpe provides a rich selection of other experiences outside the classroom, including music, competitive sport, art, Duke of Edinburgh, many clubs

and a wide range of day and residential educational visits.

The school's key values of being respectful, responsible and ready promote a warm, inclusive environment where all pupils can feel safe and are supported to be the best that they can be.

Currently rated 'Good' by Ofsted, Millthorpe School has

also achieved recognition for its work as a Stonewall Champion School, for excellent achievement by the disadvantaged, for its work with Young Carers and for outstanding History Provision.

■ Further information about Millthorpe School can be found on our website at [www.millthorpeschool.co.uk](http://www.millthorpeschool.co.uk)



## JOB DESCRIPTION 1/2

# EXECUTIVE HEADTEACHER (SECONDARY)

### JOB DESCRIPTION

Post title: **Executive Headteacher**

Reports to: **CEO**

Responsible for: **Assigned SLTs**

### OVERALL PURPOSE OF JOB

Provide effective leadership and management to two or more secondary schools and secondary alternative provision within the

Trust, driving improvement and ensuring that the schools deliver high quality provision and secure the best outcomes for pupils.

MAIN DUTIES AND RESPONSIBILITIES		NOTE
1	Provide strategic and operational leadership and management, encompassing the whole breadth of school leadership.	
2	Drive Trust wide improvement priorities in the assigned schools, raising standards and outcomes for all pupils.	
3	Promote a shared culture across the Trust, embedding the vision of the Trust and ensuring this is understood by all stakeholders.	
4	Work collaboratively with a range of professionals, including the Trust's School Improvement and Executive Team, as well as with school leaders, school staff and outside agencies.	
5	Truly know your assigned schools, their context, their demographic and what makes them tick, and take this into account in every aspect of your work to ensure they maintain their own individuality and uniqueness, whilst still driving up improvement.	
6	Ensure that systems and processes for school improvement are well considered, efficient and fit for purpose.	
TEACHING AND LEARNING		NOTE
7	Ensure that schools have a broad and balanced curriculum, being involved in the development of the curriculum with other colleagues within the Trust.	
8	Provide support and challenge to Headteachers and senior leaders to ensure high-quality teaching is established and maintained across all subjects and age ranges.	
9	Have ambitious expectations for all pupils, including those with special educational needs and disabilities and those who are disadvantaged, and promote an inclusive culture that enables all pupils to access the curriculum and achieve their potential.	
10	Ensure that outcomes for pupils, both academically and personally, are at the forefront of everything and that there are improvements in outcomes for all groups of pupils.	
11	Promote a culture that encourages collaboration, where best practice is shared in order to secure the best outcomes for pupils.	
12	Ensure reliable and consistent approaches are used to assess pupils' knowledge and understanding of the curriculum across multiple schools.	
13	Model excellent teaching and behaviour management of pupils at all times.	



## JOB DESCRIPTION 2/2

# EXECUTIVE HEADTEACHER (SECONDARY)

LEADERSHIP AND MANAGEMENT		NOTE
14	Critically evaluate the performance of assigned schools in all areas, supporting senior leaders in the development of the assigned schools' improvement plans, reviewing and monitoring progress and providing necessary challenge to senior leadership teams in order to achieve a sustained focus on the objectives.	
15	Line management of senior leaders, providing effective support and challenge to help them secure best outcomes for pupils.	
16	Allocate financial resources appropriately and effectively, including the efficient management of finances and setting balanced budgets with the support of the Trust's Executive Team.	
17	Support with developing and implementing Trust wide policies.	
18	Develop and retain high-quality staff through effective recruitment, professional development and performance management.	
19	Monitor staff wellbeing and workload and implement strategies to promote a healthy working environment.	
20	Establish clear and open lines of communication with all stakeholders, both internal and external.	
21	Maintain effective relationships with fellow professionals and colleagues to improve outcomes for all pupils, including developing positive relationships with other schools and Trusts.	
22	Ensure staff and pupils' safety and welfare through effective approaches to safeguarding.	
23	Adhere to the professional duties of all classroom teachers as set out in the current School Teachers Pay and Conditions Document and Teachers' Standards.	
24	Act as the Headteacher for any secondary school in the Trust should the need arise; as directed by the CEO.	
GENERAL		NOTE
1	Uphold professional standards for the role, and follow all school and Trust policies and procedures.	
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.	
3	Participate in performance management and take part in appropriate training and development activities.	
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.	
5	Undertake other reasonable duties as requested, in accordance with the level of the role and the changing needs of the organisation.	



## PERSON SPECIFICATION 1/2 | ALL POINTS ARE ESSENTIAL UNLESS OTHERWISE SPECIFIED

# EXECUTIVE HEADTEACHER (SECONDARY)

QUALIFICATIONS		NOTE
1	Good honours degree, or equivalent.	
2	A professional teaching qualification and/or QTS or equivalent (e.g. QTLS).	
3	Evidence of recent and relevant CPD.	
4	Further qualifications relevant to the role, for example NPQH ( <i>desirable</i> ).	
EXPERIENCE		NOTE
1	Substantial experience as a secondary school Headteacher/Principal.	
2	Substantial experience of working in challenging schools, driving improvement and raising attainment.	
3	Excellent classroom practitioner with evidence of excellent outcomes for pupils.	
4	Extensive experience of school improvement, including involvement in school self-evaluation and development planning.	
5	Experience of engaging staff, parents and other key stakeholders in order to build, communicate and implement a shared vision.	
6	Line management experience, including effective delegation and coaching/developing others, and building and leading effective teams, including experience of managing staff performance, attendance and conduct issues.	
7	Experience of developing and implementing systems and policies across a whole school setting.	
8	Experience in narrowing the gap for vulnerable pupils and those with additional needs.	
9	Experience of financial management in a school setting, including budgeting experience, with a track record of making sound financial decisions.	
10	Experience of effectively and successfully leading change.	
11	Experience of working across more than one school and/or providing school improvement support to schools other than your own ( <i>desirable</i> ).	
12	Experience of working within an alternative provision or similar ( <i>desirable</i> ).	
SKILLS/KNOWLEDGE/ABILITIES		NOTE
1	High expectations of self and others, including the ability to demonstrate exceptionally high expectations for all pupils, both personally and academically.	
2	Strong understanding of effective curriculum development.	
3	Understanding of high quality teaching based on evidence, and the ability to model this for others in order to drive improvement in teaching and learning.	



## PERSON SPECIFICATION 2/2 | ALL POINTS ARE ESSENTIAL UNLESS OTHERWISE SPECIFIED

# EXECUTIVE HEADTEACHER (SECONDARY)

4	Ability to use a range of ICT systems, including confidence in using standard computer packages (e.g. Microsoft suite, Google) and school-specific software.	
5	Ability to build strong relationships and communicate effectively to a range of stakeholders, including pupils, staff, parents, governors and others.	
6	Ability to challenge and give views and feedback in a constructive manner, in order to effect positive change and outcomes and hold others to account.	
7	Evidence of taking initiative, being creative and solving problems.	
8	Experience of utilising and analysing a broad range of data and information to monitor and evaluate performance in a range of areas, to inform planning and to help improve outcomes for students and to inform strategy and whole school improvement.	
9	Knowledge and experience of the Ofsted framework in relation to secondary settings.	
10	Professional credibility, with the ability to build a strong school culture and community with both staff and pupils.	
<b>PERSONAL ATTRIBUTES</b>		<b>NOTE</b>
1	Strong personal and professional integrity, with resilience and ability to motivate self and others, lead across the Trust and be an excellent role model.	
2	Confidence in dealing with challenging conversations and adhering to policies and procedure.	
3	Excellent personal organisation and a track record of timely delivery of tasks and projects, with a solution-focused approach to problems and competing priorities.	
4	Reflective practitioner with the capacity to challenge and address areas for personal development.	
5	Ability to work both independently and collaboratively.	
6	A commitment to aspirational outcomes for all pupils.	
7	A commitment to equality and diversity.	
8	Professional curiosity, with an awareness of current and potential developments within the sector and a desire to develop yourself and others.	
<b>SAFEGUARDING</b>		<b>NOTE</b>
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children.	
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour.	
3	Evidence of professional expertise in managing safeguarding incidents and experience in providing support regarding safeguarding to staff.	
4	Satisfactory Enhanced DBS check.	