



Alsop High School



APPLICATION PACK

ACADEMY:	Alsop High School
ROLE:	Head of School
START DATE:	January 2025
SALARY:	L32-L36
GRADE:	Leadership



“I have worked at Alsop High School since 2000, when I started my career in education, as a PE Learning Support Assistant. It was working with such a passionate and enthusiastic staff team that inspired me to complete my PGCE and return as a member of the teaching staff in 2002. I have taken advantage of every opportunity and experience Alsop has offered, which has led me into my current role of Assistant Headteacher.

Alsop is a very special and unique school and our students and families are at the centre of all we do. We ensure everyone has the opportunity to be the very best that they can be, both personally and academically. I am immensely proud to work alongside my amazing colleagues to help shape the generations of families we serve within the school community and beyond”.

Kathy Begley

Assistant Headteacher



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MESSAGE FROM THE CEO

Dear Applicant,

I am delighted that you are considering applying for a role at Alsop High School, part of Omega Multi-Academy Trust. Your interest comes at an important and exciting time in the development of the trust as we launch our two-year Trust Impact Strategy for 2024-26. Our mission and aims sit at the heart of our strategy; to provide the best school experience possible for every child, and to be the best employer we can be.

Formed in 2018, Omega Multi-Academy Trust is a cross-phase group of seven schools serving the metropolitan Borough of Warrington and the City of Liverpool. Our schools are firmly rooted in their communities and respond to their needs with local understanding and knowledge, retaining their unique identities. We strongly believe in the power of genuine collaboration and school-to-school support, so as a trust, we exploit every opportunity that arises to embrace the sharing of best practice, celebrating our many strengths whilst learning together from our mistakes.

We pride ourselves on nurturing a culture of inspiring education which emphasises the knowledge, skills and experiences that will enable pupils to be resilient and aspirational. We invest in our staff and embed innovative, high-quality teaching and learning into our curriculum whilst keeping the best interests of our students at the heart of everything we do.

In my role as Chief Executive Officer, it is a privilege to witness the drive and determination of our staff who have welcomed our new strategic vision so enthusiastically. The strategic plan, as well as having a necessary focus on school improvement as standard, includes a focus on you, the people who help and support our children and young people to stay safe and thrive.

If we are successful in our mission, we will have ensured our schools provide:

- World-class teaching that promotes exceptional learning.
- Bespoke pastoral care that nurtures our students' aspirations.
- Inspiring learning environments, where our students can make mistakes and overcome them to become the best version of themselves.
- Industry-leading professional development for all colleagues, investing in our teams to support them in fulfilling their personal and professional ambitions.



The hard work is paying off and whilst we know our work is far from complete, we are proud to have reached some key milestones. In recent months we have achieved:

- Five of our seven schools are judged as Good in their most recent inspection, all of whom have kicked on to even better outcomes, and further improved practice;
- Strong outcomes in Early Years, Key Stage 1 and Key Stage 2.
- Strong or improving outcomes in both Post-16 and GCSE examination cohorts at our two Secondary Schools.
- Extremely positive outcome from the 2022 MAT Summary Evaluation of our Trust, which commented on our rigorous approach to staff development, our development of leaders and our strong commitment to staff wellbeing. Inspectors commented that our offer makes Omega Multi-Academy Trust an attractive employer.

Our dedicated staff and committed team of Trustees and Governors are relentless in their aim of creating truly world-class schools. Our Headteachers and Senior Leaders are empowered to create schools that reflect the communities they serve, yet we encourage our schools to be externally focused, obsessive in their quest to learn from the very best, never leaving opportunities for improvement to chance. We see vacancies such as this as an opportunity to attract new talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our vision. Together, we will transform lives.

We look forward to hearing from you.

Yours faithfully,



Mr Christian Wilcocks
CEO Omega Multi-Academy Trust



MESSAGE FROM THE EXECUTIVE PRINCIPAL

It is my great pleasure to welcome you to Alsop High School. I am extremely both proud and privileged to be the Executive Principal of an amazing school. This Headship role is an exciting opportunity to be joining our school at this time, as we are on a journey of continuous improvement and our school motto of Achieving Excellence Together embraces this vision. We are looking for an exceptional leader to join the team and provide drive and ambition and a relentless passion for improving the life chances of children in our care. If you want to lead a culture where we promise to "train staff so well they can leave but treat them so well they don't want to" and you have a passion to lead and make the changes needed to drive improvements and understand that implementing changes requires great skill and patience, then I believe we will be the right school for you.

Alsop High School is a school at the heart of its community, steeped in history as the largest High School in our vibrant City of Liverpool, and we have been serving the families of Walton for over 100 years and our strong sense of community is evident across our staff body, with new colleagues often highlighting the support from others as a real strength of our school. We have a warm-strict ethos with a massive emphasis on routine and structure which benefits children. We ask the staff here to treat the children as though they were our own and this drives our unapologetic belief that they can succeed despite any barrier's life may place in their way.

Built upon our three core values of Ambition, Respect and Community, and in line with our Omega Multi-Academy Trust mission and aims, our school vision is to provide the best possible school experience for every child. We are ambitious for every student, with high standards and expectations underpinned by compassion at the core of our drive for students to be successful.

We are committed to our students mastering the knowledge, understanding and skills to ensure that they achieve great things, fulfil their potential and leave Alsop articulate, resilient, compassionate and culturally aware. Our committed colleagues go above and beyond to ensure that every student is provided with the challenge, opportunities and support to be successful and make their mark on the world..



Built upon a research and evidence-based approach to curriculum development and teacher pedagogy, we have built a knowledge rich curriculum and are aiming to ensure that our students can "join in the great conversations of mankind."

In November 2020 we converted to become an academy and became part of Omega Multi-Academy Trust. Our staff are our greatest asset, with colleague well-being and workload being something we are very mindful of, and as part of Omega Multi-Academy Trust colleagues benefit from strong collaboration, network opportunities and a broad and varied professional development programme at every level.

In joining Alsop High School and Omega Multi-Academy Trust, you will be part of a forward thinking, reflective and driven organisation whilst working within a context that requires a huge sense of moral purpose. These children need great teachers and leaders, and we believe in trusting our leaders to make the right decisions and coaching and supporting them to be 1% better every day.

If you would like to discuss the role, or would like to come for a tour, please do get in touch by emailing Caroline Jones (PA to Executive Principal) by email in the first instance (c.jones@ahs.omegamat.co.uk).

Yours faithfully,



James Kerfoot
Executive Principal



JOB DESCRIPTION

Job Title:	Head of School
Academy:	Alsop High School
Salary:	£101,067 - £111,470
Grade:	Leadership L32 – L36
Accountable to:	Executive Principal, Local Governance, CEO, Trustees
Start date:	January 2025
Closing date:	Monday 14th October 2024, 9:00am
Contract Type:	Permanent

We are a school on a mission and our mission is clear – to provide the best school experience for every child in our school community so that their life chances are transformed. To support us on this mission, we are seeking to appoint a highly motivated, talented and inspiring Head of School to join us at Alsop High School.

PURPOSE

The Head of School, under the direction of the Executive Principal will be responsible for the day-to-day operation of the school, providing leadership and management in line with the vision of the trust. As well as being an excellent practitioner in their own right; the Head of School is expected to play a leading role in bringing best practice to their school to enable our students to succeed in education and in life, whilst also ensuring the School is an engaging and safe place to work for our staff.



Main Responsibilities

Leadership and management of the school

- Under the strategic leadership, take responsibility for the day-to-day operation of the school
- Work with the Executive Principal to drive strategic improvement in all areas of the school, taking a lead role in strategic implementation and in monitoring impact
- Provide strategic leadership of key school improvement priorities, determined by the Executive Principal and the School Strategic Improvement Plan
- Be a leading figure in the drive for high standards, in attendance, behaviour and in the quality of education
- Work with the Executive Principal to improve the school within the approved budget and resources
- Support the Executive Principal in managing senior and middle leaders, developing a professional culture amongst all staff at the school
- Work with the Senior Leadership Team, Trust team and local governors to ensure robust operational systems are in place that support the schools efficient and effective functioning
- Support and challenge staff, dealing with underperformance effectively while making sure staff are given the support to do their jobs well
- Providing challenge and support to leaders at all levels, to ensure that they have the capacity and drive to transform the learning experience of the pupils and in their specific area of the school responsibility
- Support in the implementation of the trust's appraisal policy and other management processes and systems
- Support the implementation of trust-wide policies and school-level policies
- Lead and manage staff in an appropriate manner, offering support, encouragement, guidance and advice to ensure effective practice
- Ensure all staff are well supported and can see a clear path to career progression
- Play a critical role in ensuring high levels of staff wellbeing and morale
- Undertake self-evaluation and school improvement planning alongside the trust-wide strategy to improve areas of weakness in the school
- Support the recruitment of teaching and non-teaching staff where necessary in conjunction with the Trust's HR Professional Services Team
- Provide training and continuing professional development (CPD) opportunities for all school staff
- Model exemplary conduct, encouraging all adults and pupils to interact positively beyond the school both in the community and later in further education and the workplace.



Teaching and learning

- Work with staff to promote high quality teaching across all subjects
- Identify any areas of weakness in teaching and implement, monitor and review interventions to improve these areas as well as teaching and learning across the school
- Promoting high expectations of attainment and progress for all, relentlessly demonstrating and promoting high aspirations for all pupils and staff
- Make sure the school's assessment system is fit for purpose and provides teachers with useful information about pupils
- Ensure all staff and pupils embrace the curriculum and school expectations and understand its principles
- Identify areas where staff may benefit from sharing good practice or accessing support from other schools in the trust
- Monitor the outcomes of pupils and draw out any patterns of underperformance in key groups of pupils, such as disadvantaged pupils or pupils with special educational needs
- Make sure standards of behaviour are high to foster an environment in which learning can thrive.

Communication

- Work with the Executive Principal to ensure Governors, Trustees and the Trust are fully informed of the financial and educational performance of the school, giving them what they need to provide support and challenge
- Be the initial point of contact for parents who have concerns about the school's effectiveness and raise this with the Executive Principal and/or the Trust
- Help to build on the vision of the trust and share with colleagues across the trust how this is being demonstrated in the school
- Attend any relevant local governing body and/or trustee meetings
- Contribute to reports to the CEO or board as necessary

Managing resources

- Contribute to the budget setting/business planning processes as required
- Ensure value for money in any delegated financial responsibilities for purchasing and procurement
- Ensure the efficient and effective use of school resources.



Other Senior Leadership Responsibilities

- Anticipating, planning and making provision for future demands
- Identifying the need for and leading the process of innovation, change and improvement in relation to the specific responsibilities outlined above
- Develop middle leaders and subject leaders to ensure effective leadership across the School
- Take responsibility for measuring the impact of leaders' work on the school's priorities
- Undertake the professional duties of other members of the Senior Leadership Team in the event of their absence from the school as required
- Take the lead role in ensuring that communication with parents, pupils and staff is positive and that the School has a good reputation in the local community
- Monitoring standards of achievement through regular meetings with the relevant members of staff and through lesson observations and attendance at meetings; offering advice, support and challenge
- Working closely in a coaching role with the staff being line managed in planning for and implementing improvement
- To lead staff by example, being highly visible and promoting good order throughout the School.
- Assist in the appointment of staff consistent with the School's vision, Trust Values and Safer Recruitment Policy
- Assist in the preparation and review of School policy documents, leading, in this regard, on areas of responsibility
- Share the Trust's and School's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the school.

The responsibilities above are subject to the general duties and responsibilities contained in the current statement of Teachers' Conditions and Employment. This job description takes into account the recommendations of the roles and responsibilities as outlined in the TTA National Standards as well as the broad guidelines for Subject Leaders. This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Headteacher.



“Beginning my teaching journey in Alsop High School is an experience I am truly grateful for. Having been an Alsop student myself, I have always admired the dedication, hard work, and heart of the staff body. Throughout my training year, I was given the utmost support and felt inspired daily. That inspiration is something I endeavour to share with our students. I aspire to create an environment in which all pupils believe in themselves and encourage them to see what I see in them.

The continued professional development from Alsop and Omega Multi-Academy Trust during my ECT year have been invaluable. I have been encouraged and guided to become a reflective practitioner and undoubtedly, this has had a positive impact on my confidence and classroom presence. My experience since joining Alsop High School has enabled me to see the true heart of our school and I am enjoying the privilege of positively contributing in any way I can.”

Eve McArdle

English Teacher



PERSON SPECIFICATION

Academy: Alsop High School

Job Title: Head of School

You should be able to demonstrate that you meet the following criteria which are all essential

E= Essential D=Desirable

Measured by:

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview

R=Reference

You will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

QUALIFICATIONS		
E	QTS	A
E	Qualified to degree level or equivalent in their subject area or a related subject	A
E	Full UK Driving License	A
E	Evidence of recent and relevant CPD.	A
D	Relevant management development training (for example educational leadership such as the NPQH/NPQSL or a similar qualification)	A
D	A postgraduate qualification, e.g. a master's degree	A
GENERAL REQUIREMENTS		
E	Commitment to the Trust's ethos and values	A/I
E	Commitment to providing a responsive and supportive service	A/I



EXPERIENCE, KNOWLEDGE & SKILLS		
E	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	A/I
E	Experience of working across more than one school and/or providing school improvement support to schools other than your own	A/I
E	Experience of successful system leadership	A/I
E	Strong track record of senior leadership across a range of disciplines, including Behaviour, Curriculum, Safeguarding Personal Development and/or Student Achievement	A/I
E	Proven track record of successful change management in an educational setting and significant school improvement initiatives	A/I
E	Experience of financial management in a school setting, including budgeting experience, with a track record of making sound financial decisions	A/I
E	Excellent operational management skills (including evidence of monitoring and self-evaluation strategies to set and maintain the highest standards of the quality of: teaching and learning, student outcomes and quality of provision and efficiency, as attested by Ofsted or equivalent)	A/I
E	Demonstrable experience of working effectively with governors / trustees	A/I
E	Experience of successfully developing effective professional networks	A/I
E	High expectations of self and others, including the ability to demonstrate exceptionally high expectations for all pupils, both personally and academically	A/I
E	Thorough knowledge and understanding of national education priorities/developments	A/I
E	Knowledge and experience of the Ofsted Inspection framework	A/I
E	Strong understanding of effective curriculum development	A/I
E	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	A/I
E	Ability to utilise and analyse 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	A/I

EXPERIENCE, KNOWLEDGE & SKILLS (CONTINUED)

E	Ability to build strong relationships and communicate effectively to a range of stakeholders, including pupils, staff, parents, governors and others	A/I
E	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	A/I
E	Evidence of taking initiative, being creative and solving problems	A/I
E	A thorough understanding of how to develop future senior leaders and Headteachers/Principals	A/I
E	The ability to delegate to others and to make secure judgements about the ability of others to lead	A/I
E	Ability to build a strong organisational culture and community with both staff and pupils	A/I
E	Ability to use a range of ICT systems, including confidence in using standard computer packages (e.g. Microsoft suite, Google) and school-specific software	A/I
D	Substantial experience as a Headteacher/Principal, preferably in a secondary school	A/I
D	Substantial experience of working in challenging schools, driving improvement and raising attainment	A/I
E	Extensive experience of school improvement, including involvement in school self-evaluation and development planning	A/I
E	Strong-track record in improving outcomes for vulnerable pupils and those with additional needs	A/I
E	Experience of engaging staff, parents and other key stakeholders in order to build, communicate and implement a shared vision	A/I
E	Experience of developing and implementing systems and policies across a whole school/Trust setting	A/I

PERSONAL & PROFESSIONAL ATTRIBUTES

E	Exceptional personal and professional integrity and credibility	A/I
E	Resilience and the ability to manage in high pressure environments	A/I
E	Confidence in dealing with challenging conversations	A/I
E	Consistent adherence to policies and procedure	A/I
E	Excellent personal organisation and a track record of timely delivery of tasks and projects, with a solution-focused approach to problems and competing priorities.	A/I
E	Reflective practitioner with the capacity to challenge and address areas for personal development.	A/I
E	Ability to work both independently and collaboratively.	A/I
E	A commitment to aspirational outcomes for all pupils, especially those from disadvantaged backgrounds and those with Special Educational Needs and/or Disabilities	A/I
E	A commitment to equality and diversity	A/I
E	Professional curiosity, with an awareness of current and potential developments within the sector and a desire to develop yourself and others.	A/I



SAFEGUARDING		
E	Demonstrate a commitment to safeguarding children and ensuring the welfare of children	A/I/R
E	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour	A/I
E	A working knowledge of Safer Recruitment practices	A/I/R
E	Evidence of professional expertise in managing safeguarding incidents and experience in providing support regarding safeguarding to staff	A/I/R
E	Satisfactory Enhanced DBS check	A/I
PRE-EMPLOYMENT CHECKS		
E	Positive recommendation from all referees, including current employer	RI
E	DBS Clearance post appointment	N/A



THE SELECTION PROCESS

HOW TO APPLY:

If you wish to apply for this post with Omega Multi-Academy Trust, then you should follow the below steps:

- If you would like to discuss this role with the Executive Principal or to organise a visit to our school, then please email Caroline Jones (PA to Executive Principal) (c.jones@ahs.omegamat.co.uk) so that we can arrange a mutually convenient date and time for a telephone conversation and/or a visit to the school.
- Download and complete the Omega Multi-Academy Trust application form from our website.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of Alsop High School. CVs cannot be accepted.
- The application form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. There should be no unexplained gaps in career history.
- Email completed application forms to recruitment@omegamat.co.uk by the deadline below

PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.

TIMETABLE FOR THE SELECTION PROCESS

Closing date for applications: Monday 14th October 2024, 9:00am

Interviews: Thursday 17th and Friday 18th October

Start date: January 2025



“From the first minutes of starting my role as pastoral support officer, Team Alsop has always made me feel welcome, valued and supported. In my role, I count myself lucky to be able to forge excellent relationships with the students and their families. The role brings me great job satisfaction in assisting students to become the best, happiest and most successful versions of themselves.

Alsop has always supported me with my own continuing professional development, encouraging me to take part in both whole school and individual projects and this has given me opportunities to further my own knowledge and expertise in my role. I am proud to be part of such a supportive and caring team of staff, who work tirelessly to ensure the students stay at the center of everything we do.”

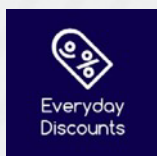
Dave Taylor
Pastoral Support officer



STAFF WELLBEING & BENEFITS

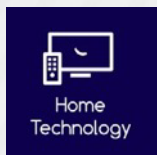
Omega Multi-Academy Trust is committed to attracting, developing and retaining top talent to achieve high performance across all school communities. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

Omega MAT Plus+ is an exclusive suite of benefits that is on offer to every colleague across the Trust. This is a gateway to a huge range of exciting benefits, including an Employee Assistance Programme. There is 24/7 health and wellbeing support available for everyone, as well as fabulous discounts against big brands and many high street stores.



Everyday Discounts

Discounts against big brands and high street stores including supermarkets, holidays, leisure activities, cinemas and restaurants



Home Technology

An offer to purchase home technology and personal electronic devices by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes



Cycle to Work

An offer to purchase a cost effective way to get new cycling equipment and bicycles by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Health Club Membership

Discounted corporate memberships access to 3700 gyms, health clubs and leisure centres across the UK



STAFF WELLBEING & BENEFITS



Online Health Portal

Access to the Health Assured Health Portal. Containing an online library of wellbeing information, including articles, videos, and self-help guides to provide support on a range of health and advisory issues to aid your physical and mental health.



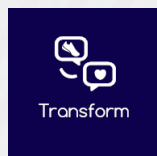
Online GP

Video or phone consultation with a GP at a time that suits you.



Employee Assistance Programme

Legal, money advice and personal support and guidance.



Transform

Transform brings together a carefully created suite of wellbeing tools, including hundreds of workout classes, motivational messages, mental health support, healthy recipes, tools for a better night's sleep and stress management techniques.



Free on-site parking at all school locations.



ALSOP HIGH SCHOOL

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