



ALL SAINTS
Multi Academy Trust

Recruitment Pack

Senior Deputy Headteacher

Closing Date: 19th April 2021

Shortlisting Date: 21st April 2021

Interview Date: W/C 27th April 2021



Contents

1. Welcome from CEO (Page 3)
2. Headteacher's Welcome (Page 4)
3. Information about the Academy of St Francis of Assisi (Page 5)
4. Application and Interview Process (Pages 6-7)
5. Job Advert (Pages 8-9)
6. Job Description (Pages 10-13)
7. Person Specification (Page 14-15)



Welcome Letter from our CEO

Thank you for your interest in a position within the All Saints Multi Academy Trust. All Saints Multi Academy Trust is at an exciting time in its development and is committed to its mission of ensuring that all young people achieve and are successful.

All Saints Multi Academy Trust is a joint Catholic and Church of England trust with our Christian values driving all decision making, always in the best interests of our children and young people.

You will be joining a values driven, inspirational and ambitious organisation, so we are looking for an Outstanding candidate who can provide the highest quality of service to the Academy of St. Francis of Assisi and the Trust. You will be committed to supporting our Christian and educational vision, providing strong leadership and supporting colleagues in ways which bring out their potential.

Ultimately you will ensure that the best possible outcomes for young people are achieved.

Yours faithfully

A handwritten signature in black ink, appearing to read "HD", followed by a horizontal line.

Heather Duggan

CEO



Headteacher's Welcome

Dear Candidate,

Thank you for your interest in this exciting opportunity to help lead our exceptional Academy.

Our Academy community is diverse: academically, socially, culturally, indeed in every way. We celebrate this diversity, which is what makes us special. We are proud of what we have achieved in recent years and we are looking to build on our successes through this appointment. We are rapidly becoming the school of choice for parents in our community, with almost all year groups being full or oversubscribed.

Our vision is "Success For All", ensuring this vision is realised each day is what drives us. We believe as education professionals that we have the power change lives and we are determined to do so. This can only happen if all staff feel valued and are a full part of the improvement journey. We invest heavily in staff training and development opportunities and we have created a culture of continual profession development amongst teaching and support staff.

We have a strong track record of securing success and we are on a journey to become an outstanding school. We know our weaknesses and strengths and have robust and effective plans in place to ensure that we are securing progress every day, week and term. It is truly an exciting place to be. We are looking forward to working closely with the successful candidate to develop and deliver the strategic vision for The Academy of St Francis of Assisi. The postholder will carry specific responsibilities for Behaviour, Safeguarding and Personal Development. These areas form a key part in our action plan and will impact directly on the academy culture and whole school outcomes.

The post would suit either an existing Deputy or an ambitious Assistant Headteacher looking to take the next step towards Headship. We work closely with the All Saints Trust to provide a supportive and progressive environment for all of our staff to grow and make a difference to the lives of our students.

If you feel you can thrive in an academy like ours and who can ensure that our core values of: Respect, Ambition, Pride, Happiness and Peace and Reconciliation then we would welcome your contact and application to join us.

Yours

Kevin Maddocks

Headteacher



The Academy of St Francis of Assisi

The Academy of St Francis of Assisi is a vibrant and happy school, serving a neighbourhood which ranks as one of the most deprived in England. The percentage of students who qualify for pupil premium funding is 63%. This figure is consistent across all but one year group, with year 7 having 55% of students eligible for this funding. The percentage of students for whom English is an additional language is now 52.5% compared to a national average of 17%, many students who have EAL are also new to the country. There are 49 languages spoken at the Academy with 60 nationalities represented amongst students. 23% of students have SEND status compared to the national average of 14.9%. Historically large numbers of students do not have KS2 data, leading to published Progress 8 figures not representing true performance of the students at the end of Year 11. Whilst this figure is reducing as the school population becomes more stable, the issue persists.

On average, students arrive at the Academy well below the end of KS2 national expectation. The current year 11 cohort have a KS2 scaled score of 98.11. This figure is significantly below the national average and does not include the 27% for whom there is no prior attainment. In Year 7, 57.2% of students are classified as “low attaining” when referenced against national GL English and Maths tests. 81% of students who arrived with us in year 7 were below their chronological reading age. Despite students arriving well below the national expectation there is a clear and sustained pattern of improvement in outcomes overtime, this is based on both external and internal data.

The academy employs 47.4 FTE teaching staff and 26 learning support staff. Currently, teaching and learning is securing positive outcomes for students. The online provision matches our high-quality face to face to provision, as an Academy we are determined not to allow school closures to undermine the excellent progress that our children make. Year 7 and Year 8 are at PAN for 2020/21 and the early indication is that we will again be oversubscribed in year 7 next year, this demonstrates that we are now the school of choice for parents in our community.



Application and Interview Process

After the closing date, short listing will be conducted by a panel. You will be selected for interview entirely on your letter of application so please read the job description and person specification carefully before writing your application.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate
- Documentary proof of current name and address (i.e utility bill, financial statement etc dated within the last three months)
- Where appropriate any documentation evidencing changes of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

References and Pre-Employment Checks

We will seek references for candidates who have been successful at shortlisting and have been invited for interview. We will seek references prior to attending for the interview. We may approach previous employers for information to verify particular experience or qualifications before interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional offer: Pre-employment Checks

Any offer to successful candidates will be conditional upon

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Section 128 check (if applicable)
- Prohibition order (if applicable)
- Satisfactory DBS Disclosure and Barred List Check
- Verification of professional status such as QTS status, NPQH (where required)
- Completion of Employee Health Declaration
- Satisfactory completion of probationary period (where relevant)



- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance



**Senior Deputy Headteacher
L21-L25
Permanent
Required to start September 2021**

The Academy of St Francis of Assisi is an 11-16 Academy with over 800 students on roll. The Academy is focused upon driving standards of achievement rapidly and this makes it a dynamic and exciting place to work. The Academy of St Francis of Assisi is committed to ensuring that every student makes the most of their potential. The Academy concentrates on providing the highest quality of teaching, with bespoke CPD for all staff to support this, the best possible student support and the most appropriate and innovative curriculum.

Applications are invited for an enthusiastic and ambitious Senior Deputy Headteacher.

If you are looking for an exciting career change in a rapidly improving, innovative and forward-thinking Academy, then this could be your time to shine. We are seeking to appoint a talented and inspiring leader who is passionate about delivering an outstanding education to the young people of Liverpool. The successful candidate will draw on existing strengths and have a proven track record in driving up standards in the personal development, behaviour and welfare of young people. In addition to being an outstanding classroom practitioner, you will be infallible in your care and support of our young people and have the drive and ambition to ensure they receive only the highest standards of education.

The Academy of St. Francis of Assisi benefits from its membership of the All Saints Multi Academy Trust, a unique Joint Denominational Multi Academy Trust in Liverpool. The Trust has a proven track record in developing leaders and ensuring staff reach their full potential and career aspirations through a comprehensive programme of CPD and career progression opportunities. Leaders within the Trust benefit from access to the highest quality local and national training programmes, as well as peer to peer support and professional mentoring within the Trust. There is an opportunity for the successful candidate to contribute to Trust wide developments.

The successful candidate will have:

- The experience to develop systems to support student's well-being, welfare, and behaviour.
- Experience in overseeing safeguarding and have the ability to work strategically across schools in the Trust to implement and align systems and processes.
- The leadership qualities to inspire and motivate colleagues, encouraging innovation at all levels.
- The expertise, guided by research, to lead and co-ordinate exceptional professional development for colleagues.
- The ability to provide professional operational leadership and day to day management for the Academy in partnership with the Headteacher and Senior Leadership Team to ensure that the vision, values and strategic leadership is of the highest order to secure excellence in all aspect of the Academy's work.
- A passion for making a difference for young people in the city of Liverpool.
- A commitment to the Christian Faith.

**Closing date for applications: 19th April 2021
Interview date: W/C 27th April 2021**



Application packs are available on the Academy website at www.allsaintsmat.org/vacancies, and completed application forms should be forwarded to woznyn@asfaonline.org or by post to HR Department, The Academy of St Francis of Assisi, Gardners Drive, Liverpool, L6 7UR.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Check.

“The Academy of St Nicholas is a member of The Liverpool Joint Catholic and Church of England Academies Trust”

The Trust is an equal opportunities employer.

JOB DESCRIPTION

Job Title	Senior Deputy Headteacher
Grade and Salary:	L21-L25
Reporting to	Headteacher
Contract Type:	Permanent
Responsible for:	Pastoral Teams and other personnel

Job Purpose

As a member of the Academy's Senior Leadership Team the Senior Deputy Headteacher will play a key role in ensuring that the Academy's Christian ethos is successfully promoted and adhered to throughout every aspect of the Academy. This will involve engaging in the monitoring and evaluation systems established to ensure the Academy fulfils its vision and mission objectives.

- To provide professional operational leadership and day to day management for the Academy in partnership with the Headteacher and Senior Leadership Team to ensure that the vision, values and strategic leadership is of the highest order to secure excellence in all aspect of the Academy's work
- To enable learners to benefit from high quality, innovative and enlightened approaches adopted for teaching and learning in the Academy with particular focus on a faculty area or group of students
- To ensure that the objectives of the Academy are met through the implementation of policies
- To make a very positive contribution to development of the Academy improvement program
- To contribute to the monitoring, review and evaluation of the Academy's performance
- To promote extra curricular activities in accordance with the educational aims of the Academy
- To contribute and lead the Trusts strategic plan for Safeguarding and Attendance, ensuring systems and processes are robust and aligned across the Trust.

Key Duties and Responsibilities

- Being the strategic lead for all aspects of behaviour, safeguarding, personal development and student welfare
- Overseeing the provision and support for young people in AEP
- Strategic leadership and management of specified areas of responsibility, as directed by the Headteacher
- Leadership and line management of staff and teams
- Efficient use of staff and resources
- Securing accountability from staff across the Academy

Joint Responsibilities of the Academy Senior Leadership Team

- The safeguarding and wellbeing of Academy students
- Whole Academy behaviour management

- The quality of Teaching, Learning and Assessment
- Taking a lead role in creating positive relationships across the Academy
- Performance management of a team of staff
- Managing incidents and conflict resolution
- Responding effectively and efficiently to staff, students and parental concerns
- Leadership representation at evening events and external meetings
- On call / break duty / gate duty / lunch duties / detention duties
- Attendance at Strategic and Senior Leadership Team meetings throughout the year
- Supporting Governor activities
- Providing the Chief Executive Officer and Headteacher with self evaluation evidence, judgements and plans for improvement

Personal Development

- Keep up to date with new research and current practice, utilising national bodies such as DFE, Ofsted, NCSL, SSAT and others to support Academy based programmes
- Regularly review own practice, set personal targets and take responsibility for own personal development
- Manage own workload and that of others to allow an appropriate work/life balance

Strategic/Operational Planning

In conjunction with the Headteacher, the Senior Deputy Headteacher will:

- Promote the Academy as an inclusive institution with Christian values, serving the local community and reflecting the approach of the Church of England and the Catholic Church to education
- Implement the Academy Improvement Plan to meet the objectives set out in the Funding Agreement
- Meet strategic targets for the Academy set by the Governing Body and the Trust Board
- Ensure the use of the latest environmentally sound technology in all aspects of the work of the Academy. This will support and facilitate access to the curriculum for all learners thereby meeting the major objectives of the Academy Improvement Plan and the targets set by the Secretary of State and the Governing Body
- Lead colleagues in the formulation of aims, objectives and strategic planning for designated areas of responsibility, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy
- Ensure that Health and Safety policies and practices, including Risk Assessments, across the Academy are in-line with national requirements and are updated where necessary, therefore liaising with the Trust Head of Facilities Management

Curriculum Management

- Liaise with Headteacher and other relevant Senior Leader to contribute to the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement Plan/Self Evaluation
- Ensure appropriate evaluation of the design and delivery of designated curriculum areas; continuously striving to improve all aspects. Promoting innovative approaches to teaching and learning
- Implementing Academy policy for promoting excellent student behaviour and work ethic
- Monitoring and evaluating progress towards meeting student achievement targets
- Ensuring that the Academy develops as an inclusive educational community and that students are given the opportunity to participate in the decision making processes
- Ensure appropriate evaluation of the design and delivery of areas of responsibility and line management are continuously striving to improve standards

Quality Assurance of Teaching & Learning

- To keep up to date with national developments in teaching practice and methodology
- To support the Academy's Performance Management protocols in order to make a positive impact upon the quality of teaching across the Academy, seeking to ensure that all teachers provide lessons which are consistently 'Good' or better, using OFSTED lesson observation criteria
- To obtain the views of pupils/students, with student voice consultation, about their learning experiences.
- To ensure homework policies and procedures across areas of responsibility are adhered to, ensuring consistency in recording, completion and marking, and parental /carer access to set homework
- To ensure that the quality procedures in areas of responsibility meet the requirements of Self Evaluation and the Academy Improvement Plan
- To seek/implement modification and improvement where required

People Management

- Assist in the development and implementation of a comprehensive programme of continuing professional development of staff with a focus on teaching and learning to be seen as paramount
- In conjunction with the Headteacher, take the lead on the organisation of activities/processes that encourage team development (including adults and partner organisation)
- To develop good management practice by ensuring positive staff relationships, participation, effective communication and procedures across the Academy

Developing and Maintaining Strong Community Links

In conjunction with the Headteacher:

- Enabling the Academy to be rooted at the heart of the community
- Ensuring that parents and students are kept well informed and involved in appropriate Academy matters.
- Creating and developing ways of involving adults in the learning process
- Supporting the development of outreach initiatives to the community especially to adult learners
- Developing and supporting links with the business community so as to enrich the learning experience of both the school community and its partners

Management Information

- To make use of analysis and evaluate performance data provided
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken
- To produce reports in accordance with the quality assurance cycle
- To report to the Local Governing Body and Trust Board in relation to progress within areas of responsibility

Marketing and Liaison

- To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases
- To support/lead the development of effective links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events
- To actively promote the development of effective subject links with external agencies

Additional Notes

- This job description sets out the main duties of the post. The Senior Deputy Headteacher is required to undertake any other reasonable tasks at the discretion of the Headteacher. These responsibilities will be discussed annually as part of the Headteacher's annual performance management review and are subject to change in order for the Academy to develop strategically and effectively
- An Enhanced DBS Check will be requested on successful application to a position at the Trust
- The Trust operates a no smoking policy

Senior Deputy Headteacher Person Specification

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Qualifications	Essential	Desirable
Degree	✓	
QTS	✓	
Higher qualification in education and/or management		✓
NPQH		✓
Experience		
Experience in at least two secondary Academies/Schools		✓
Significant experience at senior level	✓	
Proven track record of raising educational standards	✓	
Experience of whole Academy/School leadership of safeguarding and inclusion	✓	
Experience of developing, implementing and managing effective whole Academy/School systems for monitoring students' attendance	✓	
Curriculum and pastoral experience at senior management level	✓	
Experience of working at a senior level in an Academy/School where significant improvement has been achieved	✓	
Shaping the future		
Capacity to recognise and build on the recent improvements of the Academy/School and formulate a vision for innovation and further improvement	✓	
Comprehensive knowledge of current and future educational developments including collaborative partnerships between Academies/Schools	✓	
Experience of successfully leading change and inspiring others	✓	
Experience of leading and implementing continuing improvement	✓	
Helping to lead an Academy/School to achieve improved Ofsted judgements	✓	
Leading Teaching and Learning		
Student-centred educational philosophy	✓	
Ability to lead by example and inspire high quality teaching and learning	✓	
Ability to inspire, demonstrate and support the highest of expectations for all students	✓	
Ability to recognise outstanding classroom practice	✓	
Ability to model and demonstrate outstanding classroom practice	✓	
Developing self and working with others		
Ability to set appropriate and challenging targets	✓	
Able to make decisions and delegate appropriately	✓	
Commitment to the encouragement, empowerment and training of staff	✓	
Commitment to own self development	✓	
Commitment to working collaboratively with other Academies/Schools and stakeholders	✓	

Awareness of the importance of work-life balance for all staff	✓	
Managing the organisation		
Capacity to build and manage high performance teams	✓	
Ability to use strong and effective management systems underpinned by clear communication	✓	
The ability to access, analyse and interpret a range of data	✓	
Commitment to developing strong links and partnerships with trustees, staff, parents, students, the wider community and other Academies/Schools	✓	
Experience and understanding of financial management and curriculum based budgeting	✓	
Securing accountability		
Ability to delegate responsibility with accountability	✓	
Capacity to sustain the ongoing improvement of results	✓	
Evidence of using performance management processes to secure improved outcomes for students and staff	✓	
Experience of demonstrating robust evidence of progress and improvement	✓	
Strengthening community		
Proactive approach to ensuring excellent communication with parents and carers	✓	
Ability to promote and develop outstanding links with the community	✓	
Evidence of developing positive links with feeder primary Academies/Schools and local secondary Academies/Schools	✓	
Experience of working with outside agencies to secure improved outcomes for students	✓	
Experience of business links	✓	
Personal qualities and attributes		
A committed and practising Christian (supported by a faith reference)	✓	
A commitment to inclusion	✓	
The ability to identify and establish the principles of an outstanding/exceptional Academy/School	✓	
A highly effective communicator	✓	
Firm and fair management style with interpersonal awareness and concern for impact	✓	
Can lead from the front, and lead by example with high professional standards	✓	
Safeguarding		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Excellent understanding of statutory safeguarding requirements	✓	