



**North East
Learning Trust**

Assistant Headteacher (Achievement)
Ashington Academy
Applicant information pack

Assistant Headteacher (Achievement)

Required September 2022

L11 – L15

Ashington Academy is part of the North East Learning Trust and are seeking to appoint a highly qualified, motivated and ambitious leader with the highest personal and academic standards, someone who is an outstanding practitioner, with high expectations and a record of achieving the best outcomes from their students. We are looking for a leader with drive, energy, a genuine love for teaching and learning and a passion for ensuring students fully achieve their potential.

At Ashington Academy, we aim to provide opportunities to enable all students to learn and make lifelong friendships in a caring, supportive environment. In becoming successful learners, we want all our students to develop a love of learning, to recognise that learning is a lifelong activity and that the skills they acquire and develop are transferrable.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

The successful candidate will:

- have experience of leading or managing developments in the curriculum or pastoral area
- have proven leadership skills in school improvement and curriculum innovation
- be an exemplary classroom practitioner and is able to model and coach their outstanding teaching have high expectations of pupil achievement and behaviour
- have excellent interpersonal, organisational and communication skills with the ability to lead, motivate, inspire, and support colleagues
- be committed to working in partnership with our parents and the local community

Deadline: Noon on Tuesday 5 April

Shortlisting will take place Wednesday 6 April interviews taking place 8 April 2022.

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to jade.hutton@bedlingtonacademy.co.uk or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, NE22 7DS.

Job description

Post title: Assistant Headteacher

Responsible to: Head of School

Responsible for: Achievement

Salary Band: L11 – L15

Main Purpose:

To work with the Head of School to provide professional leadership for the quality of Teaching and Learning, securing the highest quality education for all students, and excellent standards of learning and achievement.

Introduction: The Assistant Headteacher will have delegated responsibilities which are both school-wide and of considerable weight. The duties outlined in this job description are in addition to those covered by the latest School Teacher's Pay and Conditions Document.

Generic Responsibilities:

1. To work with the Head of School, Governors and Senior Leadership Team to formulate and shape the aims and vision for the Academy to ensure the best possible outcomes for all students.
2. Act as role model for all members of the Academy community, promoting high expectations of the quality of teaching and learning, attendance and behaviour.
3. To keep up to date with national and local educational developments, which fall within the overall remit of the Senior Leadership Team but, specifically, within each leadership team member's areas of responsibility and provide information for staff, Governors and others as appropriate.
4. Make leading and significant contributions to the School Improvement Plan.
5. To actively contribute to the Senior Leadership Team, attending weekly meetings and other relevant meetings as may be required.
6. To undertake joint responsibility, with other members of the Senior Leadership Team for School Self Evaluation and Performance Management.
7. To act as a Link Manager for identified areas.
8. To undertake joint responsibility with other members of the Senior Leadership Team for the development of effective teaching and learning within the Academy and the highest possible standards of behaviour.
9. To actively promote and develop Academy's positive ethos and culture.
10. Develop, review and support Academy policies to ensure their effective implementation.
11. Take an active role in the appointment of staff.
12. Attend and contribute to Local Academy Council meetings as appropriate.

13. Be accountable for the planning and expenditure of delegated budgets within the remit of the post.
14. To undertake responsibility for identified strategic areas of Academy leadership, as negotiated with the Head of School.

Specific Responsibilities:

Achievement

1. Lead on the whole-school assessment strategy ensuring robust data, assessment and tracking systems are in place for effective monitoring and reporting to students, staff, parents and governors.
2. Ensure that assessment practice within departments supports curriculum development and impacts on teaching and learning.
3. Maintain an up-to-date knowledge and understanding of relevant data management systems including SIMS, 4MATRIX, SISRA and any other packages that may be suitable for school use.
4. Lead and manage school data management systems that enables the tracking of individual pupil progress and the targeting of appropriate interventions.
5. Ensure that student data is used to improve teaching and learning practice.
6. Ensure that there is a school-wide focus on raising achievement through the use of data.
7. Ensure that Heads of Departments are fully conversant with data and are implementing strategic interventions when required.
8. Ensure all staff are trained in the effective use of data to promote student progress.
9. Produce data analysis to support strategic planning and intervention.
10. Make effective use of 'baseline data' to set whole school, departmental and individual student targets.
11. Monitor outcomes against targets and lead interventions.
12. Lead on all aspects of reporting to parents/carers, including Parents' Evenings.
13. Provide timely reports for senior staff and governors.
14. Produce the whole school assessment calendar, including the co-ordination of the internal examination system.
15. Lead on the quality assurance of assessment at whole school and department level.
16. Analyse the outcomes of public and school examinations in order to identify trends in standards and achievement and advise the SLT on strategies for improvement.

17. Ensure that strategies are in place for all students to make positive progress, in particular those students on Pupil Premium, and that key gaps are closing and continue to close.
18. Implement and monitor appropriate and timely interventions for those students who are not progressing.
19. Support the work of the Data and Exams Manager and liaise with them regarding arrangements for internal and external examinations.

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

	Essential	Desirable
Education/training	• Qualified Teacher Status • First degree or equivalent in a relevant subject • Recent and relevant Continual Professional Development • Good Honours Degree in a relevant subject	
Experience	• Recent and successful teacher experience at both KS3, KS4 and KS5 • Proven track record of delivering excellent outcomes for students of all abilities • Minimum of two years' experience in a successful Department or equivalent • Experience of leading or managing developments in the curriculum or pastoral area • Experience of making a significant contribution to improving student outcomes at departmental/year group level • Experience of organising and participating in extra-curricular work • Data analysis and target setting at departmental/year group level • Detailed knowledge of SIMS or similar	• Experience of leading or managing developments in a Sixth Form area
Aptitude and skills	• Excellent communication skills both verbal and written • Excellent classroom teacher • Ability to work under pressure • Ability to lead, motivate, challenge and inspire staff and students • Ability to initiate and successfully implement change • Ability to analyse and interpret information to make informed decisions and exercise good judgement	• Experience in the use of new technologies to improve teaching and learning
Personal qualities	• Reliable and conscientious • Desire and ability to learn new skills • High expectations of all students • Caring and supportive • Enthusiastic team player • Able to organise, plan and prioritise effectively • Flexibility, adaptability and creativity	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.