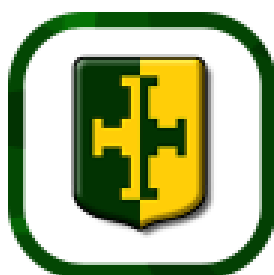




Abbey Multi Academy Trust

St. Chads C of E Primary School



**Recruitment Application Pack**

**Assistant Headteacher (Inclusion and SEND) SC21**



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## Welcome Letter

Dear Colleague,

Thank you for your interest in the role of **Assistant Headteacher** for St. Chads C of E Primary School.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the **Assistant Headteacher** role, from which we hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

### **“To work in partnership to educate, nurture and empower”**

Our vision is that the academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies as distinctive schools. The framework will strive to maintain academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what St. Chads and Abbey MAT have to offer.

We look forward to reading your application.

*Helen Pratten & Catherine Garrett*  
**Co-CEOs**

## Advert

**Position:** Assistant Headteacher (Inclusion and SEND)

**Reference:** SC21

**Salary:** Leadership 2-6 (£43,251-£47,735 FTE)

### ***In Partnership to Educate, Nurture & Empower***

The governors of St Chads CE Primary School are seeking to recruit a committed **Assistant Headteacher** who is passionate about the development of children. As a school, we are committed to ensuring the best possible outcomes for our children.

We are looking for:

- A talented individual who can work as part of our thriving team
- Someone who is passionate about education and learning
- Has the confidence to work one to one with pupils
- Someone who has high expectations
- Someone supportive of our Christian Ethos
- Willing to work flexibly

We can offer:

- a climate that values innovation and commitment
- fantastic children who are willing learners
- a warm, welcoming and supportive community
- a commitment to your professional development

**Abbey Multi Academy Trust** is a Trust consisting of eight academies (three secondary, five primary) in the geographical areas of the Anglican Diocese of Leeds and Calderdale.

All our academies share in the Trust's mission to work **In Partnership to 'Educate, Nurture and Empower'**. For more information about us or our primary academies please visit the following links:

<http://www.abbeymat.co.uk/>

<https://www.st-chadsprimary.co.uk/>

Visits to our school to meet the team and experience our wonderful atmosphere, are warmly welcomed and encouraged and can be arranged by contacting [Recruitment@abbeytrust.org](mailto:Recruitment@abbeytrust.org)

To apply please download recruitment pack and email completed application form [Recruitment@abbeytrust.org](mailto:Recruitment@abbeytrust.org)

Closing date: **3pm Monday 22<sup>nd</sup> February 2021**

Interview date: **25<sup>th</sup> February 2021**

Whilst we would normally welcome visits to the academy, given the current situation we are facing regarding COVID-19 we are unable to accommodate this at present, however, if you would like to ask any question please contact the Recruitment Team via [recruitment@abbeytrust.org](mailto:recruitment@abbeytrust.org) who will ensure your query is responded to by the relevant person.

Alternatively, if you would like the opportunity to have an informal discussion with the Executive Principal (Primaries) and/or the Head of School this can be arranged by making a request via the [Recruitment@abbeytrust.org](mailto:Recruitment@abbeytrust.org) email address.

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service check. We promote diversity and want a workforce which reflects the population of Leeds.*

### **Equality and Diversity**

Abbey Multi Academy Trust promote diversity and want a workforce which reflects the population of Leeds and Calderdale. We are committed to creating and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our students. We aspire that staff are equally valued and respected, and students are encouraged to thrive academically.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

We acknowledge the following basic rights for all members and prospective members of our community:

- to be treated with respect and dignity
- to be treated fairly with regard to all procedures, assessments and choices
- to be encouraged to reach one's full potential

These rights carry responsibilities and we require all members of our community to recognise these rights and act in accordance with them. In addition, we will comply with all relevant legislation and good practice.

No individual will be unjustly discriminated against. This includes, but is not limited to, discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

## Application Process

Closing date: **3pm Monday 22<sup>nd</sup> February 2021**

Interview date: **25<sup>th</sup> February 2021**

Completed applications should be returned by email to:

[recruitment@abbeytrust.org](mailto:recruitment@abbeytrust.org)

**All applications will be acknowledged within 24 hours. Should you fail to receive confirmation of receipt please call 0113 273 9159.**

We will contact successful candidates after the closing date with details of the interview process.

Abbey Multi-Academy Trust is robust in promoting the safeguarding of children and is rigorous in its recruitment checks. An enhanced disclosure from the DBS will be required for this post.

Whilst we would normally welcome visits to the academy, given the current situation we are facing regarding COVID-19 we are unable to accommodate this at present, however, if you would like to ask any question please contact the Recruitment Team via [recruitment@abbeytrust.org](mailto:recruitment@abbeytrust.org) who will ensure your query is responded to by the relevant person.

Alternatively, if you would like the opportunity to have an informal discussion with the Executive Principal (Primaries) and/or the Head of School this can be arranged by making a request via the [Recruitment@abbeytrust.org](mailto:Recruitment@abbeytrust.org) email address.

## Queries

If you have any queries on any aspect of the application process or need any further information please contact [Recruitment@abbeytrust.org](mailto:Recruitment@abbeytrust.org)

<b>Job title:</b>	Assistant Headteacher (Inclusion and SEND)
<b>Salary:</b>	L2-6
<b>Reporting to:</b>	The Executive Headteacher, Head of School and Governing Body of the school

#### Overall purpose of the post:

- To carry out the duties of this post in line with the remit outlined in the School Teachers' Pay and Conditions Document including the conditions of employment for Assistant Headteachers and the Academy's own policy
- To assist the Executive Headteacher and Head of School in the organisation, management and development of the school, carrying out specific duties including responsibility for the inclusion agenda and all pupils who fall within this area (SEN, EMA, PPG)
- To carry out teaching duties as required
- To assume responsibilities of the Headteacher in the absence of the Executive Headteacher/ Head of School
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

#### Vision, Direction and Development

- Promote the agreed vision of the Abbey Mutli-Academy Trust.
- Support the Executive Headteacher, Head of School and governors in the strategic direction of the school, with a particular focus on Inclusion.
- Play a leading role in the school improvement planning process, through agreed priorities
- Contribute to the school's self-evaluation process, including devising and monitoring action plans and other policy development
- Lead by example especially when implementing change and improvements in standards
- Promote a culture of inclusion within the school community where all views are valued and taken account of

#### Leading Teaching and Learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community, with a particular focus on meeting the needs of children with SEND
- Work with the Executive Headteacher and Head of School to raise standards through staff performance management, as outlined in the school's staffing structure
- Help with the provision of training and support for staff in all areas of inclusion
- Be responsible with the Executive Headteacher and Head of School, for the process involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, statistical analysis and target setting
- Be responsible with the Head of School for ensuring that all children with specific needs are appropriately supported to access the curriculum

### Developing Self and Leading and Managing Staff

- Promote and protect the health and safety welfare of pupils and staff
- Be responsible for promoting and safeguarding the welfare of children and young people within the school
- Be a Designated Officer for Child Protection.
- Support the development of collaborative approaches to learning within the school and beyond
- Participate as required in the selection and appointment of teaching and non-teaching staff, particularly when linked to Inclusion.
- Manage the timetables and allocation of support across the school in respect of Inclusion.
- To manage the school's inclusion team including any external provision
- To manage intervention provision for targeted KS1 and KS2 children
- Be an effective member of the senior leadership team
- Contribute to the day-to-day effective organisation and running of the school

### Strengthening Community

- Assist the Executive Headteacher and Head of School in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- To maintain contact with all specialist support services
- To manage and develop the access of extended services for all children
- To attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
- Promote relationships and work with colleagues in other schools and external agencies

### Accountability

- Support the staff and governing body in fulfilling their responsibilities with regard to inclusion
- Contribute to the reporting of the school's performance to the school's community and partners

### Specific Tasks

Have responsibility for the school's SEND and Inclusion policy; its development, maintenance and evaluation. This includes the following:

- Ensure that the school's policy is consistently applied throughout the school
- Interpret and analyse data and provide summary reports to the Executive Headteacher, Head of School, senior leadership team, staff and governors
- Manage a system of recording the progress of pupils on the SEN register, EAL pupils, vulnerable learners and PPG pupils, including the use of progression matrices and other systems of tracking progress as appropriate for children with severe speech and language needs.



- Oversee the formal assessment process, which may result in an EHCP being drawn up and manage the annual reviews
- Maintain a whole school provision map that includes a register of Vulnerable Pupils, SEND pupils and PPG pupils across the school.
- Work with core subject leaders and class teachers setting appropriate targets for the children within inclusion
- Manage any special arrangements for pupils during the end of Key Stage tests
- Assist teachers in the identification of children within inclusion, advising them on appropriate strategies
- Identify groups of pupils and individuals who are at risk of underachieving and devise strategies for raising their achievement, in partnership with others.
- To monitor the progress of children within inclusion and to observe and assess their progress
- Organise induction for pupils within inclusion new to the school
- Present an annual report to Governors on Inclusion.
- Facilitate communication with parents of EAL and other ethnic minority parents and carers, to help them understand their child's work and progress at school and ensure that their views and concerns are understood
- Oversee the school's SEND register and pupil records
- Support the Head of School and other colleagues in finding appropriate strategies to deal with behaviour difficulties and manage any resulting training needs
- Monitor and assist with the referral of children to the various support services and outside agencies and to liaise with them

**Note:**

This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. Elements of this Job Description, and changes to it, may be agreed at the request of the Co-CEO's/Executive Principal/Head of School/ Member of the SLT or the incumbent of the post.

I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Co-CEO's/Executive Principal/Head of School/ Member of the SLT.

Name:

*(Please print)*

Signature:

Date:

<b>ASSISTANT HEADTEACHER PERSON SPECIFICATION CRITERIA</b>								
<b>Qualifications</b>		<b>ESSENTIAL</b>			<b>DESIRABLE</b>			
1	Qualified teacher status for England (or equivalent)	A	R					
2	Relevant degree (or equivalent)	A	R					
3	Have completed, or be working on, NPQML or NPQSL or an equivalent leadership training programme				A	R		
4	Record of continuous professional development				A	R		
<b>Professional knowledge, skills and abilities</b>		<b>ESSENTIAL</b>			<b>DESIRABLE</b>			
1	Demonstrable success in raising standards and meeting challenging targets	A	R	I				
2	Excellent oral and written communication skills with an ability to negotiate at all levels	A	R	I				
3	Be E-confident and able to understand and sell the benefits of ICT and future technology in an education context	A	R	I				
4	Ability to set appropriate targets for the improvement of Academy performance and how to establish, monitor and evaluate an action plan in relation to those targets	A	R	I				
5	Ability to interpret and implement new legislation, policies and directives	A	R	I				
6	Ability to analyse information from a wide variety of sources and solve complex problems	A	R	I				
7	Ability to demonstrate sound leadership in managing transition between key stages for students across the Academy and with partner schools and academies	A	R	I				
8	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines	A	R	I				
9	Ability to develop the policies and practice through which the school's aims and objectives shall be achieved							
<b>Experience</b>		<b>ESSENTIAL</b>			<b>DESIRABLE</b>			
1	Recent experience of working successfully as a senior or middle leader in a school.	A	R	I				
2	Proven success in raising standards at the end of a Key Stage	A	R	I				
3	Evidence of a whole school responsibility and experience of turning policy into effective and successful practice.	A	R	I				
4	Experience of managing, developing, inspiring and motivating staff	A	R	I				
5	Ability to manage a high workload and conflicting priorities	A	R	I				

6	Leadership of a significant area or phase or inclusion including responsibility for raising standards across the whole school.	A	R	I			
7	Experience of implementing effective student tracking systems to ensure that students of all levels of ability achieve their full potential and beyond	A	R	I			
<b>Professional Attributes, Qualities and Values</b>		<b>ESSENTIAL</b>			<b>DESIRABLE</b>		
1	Fully supportive of the Christian ethos and values of the Trust	A	R	I			
2	High personal standards of integrity and probity	A	I				
3	Enthusiasm, vision, drive, adaptability and resilience	A	R	I			
4	Be confident, positive and approachable	A	R	I			
5	Be able to secure the loyalty and confidence of students, staff, parents/carers, Governors and others	A	R	I			
6	Have consideration of the views of others	A	I				
7	Advocate a sound educational philosophy with the ability to translate into practice	A	I				
8	Ability to create a learning culture within the organisation which is recognised by staff, students, parents and carers	A	I				
9	Commitment to personal development	A	I				
10	Be able to understand and development your own emotional intelligence	A	I				
<b>Additional Requirements</b>		<b>ESSENTIAL</b>			<b>DESIRABLE</b>		
1	Be willing to work outside normal hours	A	I				
2	To be flexible in order to meet the demanding nature of this role	A	I				

**The criteria will be evidenced as indicated below:**

'A' refers to the candidate's Application form and covering letter

'I' to interview

'R' to reference

Candidates should address at least all items marked 'A'

Referees are asked to comment on items marked 'R'

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.