



**Bolder Academy**  
MacFarlane Lane,  
Isleworth,  
Middlesex TW7 5DB  
Tel: 020 3963 0806

Dear Candidate,

**Assistant Headteacher**  
**Leadership Pay Scale – Outer London**  
**L12 – L15**  
**A Bolder Future Awaits – Application Pack**

Thank you for considering Bolder Academy as the next step in your career. I hope this brief letter explains what we are about and why it is an exciting place to choose to work.

Our ideal candidate will have experience of leading a subject area and a track record of raising academic standards. We are looking for an exceptionally talented leader who will use their expertise and energy to make a real impact as we build on our successes and create our new sixth form.

Bolder Academy is a mixed, non-denominational school which opened in September 2018. Set up by primary and secondary Headteachers of the London Borough of Hounslow to meet the demand for extra school places, we are already part of the community.

Extraordinary partnerships have been formed with key local businesses such as Sky resulting in a 'bold' education: a traditional, highly academic curriculum combined with brilliant extra-curricular opportunities.

We have a great team of teaching staff, senior leaders and governors and, we are now looking for the right person to join us and add capacity to the school as we grow. You will have oodles of energy, you will be able to formulate strategic plans that can be delivered effectively. You will be someone who enjoys work, is resilient, adaptable and perhaps most importantly be a team player with a great sense of humour.

Bolder Academy offers our students and our staff to shine brighter, to be bolder.

I look forward to meeting with you,

A handwritten signature in black ink, appearing to read 'Heidi Swidenbank', written in a cursive style.

Heidi Swidenbank,  
Headteacher

## The Bolder Way and You

Bolder Academy is a great place to teach. We know that by joining the team a Bolder future truly awaits you.

### You

Creativity, innovation and imagination are at the heart of everything we do. We know that this can only be achieved if we look after our staff, you.

We will support you to be courageous and try new things, question traditional ways of 'doing school', and encourage you to grab opportunities and take risks. We'll support you every step of the way.

We want all our staff and students to find their voice and express themselves.

### Our commitment to you:

**Putting what matters most above all else:** We have the highest expectations of our students and our staff. We recognise that unnecessary burdens, bureaucracy can get in the way and must be removed if we are to achieve great things. Say goodbye to meetings: 'agenda item 1: meeting for the sake of meeting.' Say hello to assessment systems which are workable, efficient and, above all, designed to have the most impact on students and support staff well-being.

**Pay:** Bolder's pay scales benefit from the Outer London uplift.

**Career Progression:** We are ambitious not only for our students but for our staff. We will provide you with all the experience and skills for you to make your next career move. You will make an impact; you will make a difference.

**Professional development, coaching and mentoring:** Bolder's professional development budget and the opportunities on offer are substantial. Each member of our staff can choose to be coached and mentored, allowing you to develop skills, career goals in areas of most interest to you. We see this role as a stepping stone to Deputy Headship and Headship.

**Working environment:** We are housed in a brand new, state of the art building, providing the perfect environment for all to learn, teach and succeed.

**An easy commute:** We are just a 5 minute walk from Syon Lane mainline station, or 10 minutes from Osterley Tube station on the Piccadilly Line. Buses 28 and H91 stop close by and buses 267, 237 and 235 are a within a short walk.

### The Bolder Application

*"We need a different kind of education, one that combines deep thinking (head); growth, character and dialogue (heart); and an ability to solve problems, generate ideas and engage in the world (hand).*

*School should be, above all else, a place of learning in all its expansive complexity: learning how to think, learning how to live, learning how to create.” Peter Hyman, School 21*

Creating a different kind of education, a bold future, for our staff and students, requires a certain type of teacher. Undeterred by the teacher recruitment crisis, we know what we are looking for.

Our vision is one of excellence and ambition which is built on a bedrock of strong moral purpose. We are dedicated to creating optimism, openness, and brilliance.

As a member of staff, you will play an integral part in developing the Academy’s culture. You will be responsible for promoting our vision, developing and embedding our values, turning the words on our page into reality.

Details of the job description and the job specification are attached. It is important that you address the points in the job specification in your application form.

Further information about the Academy can be found on our school website [www.bolderacademy.co.uk](http://www.bolderacademy.co.uk)

To apply, please click on the ‘Apply’ button on our TES listing to fill out an online application form. Alternatively, please complete the teaching application form which can be found on the website: <http://bolderacademy.co.uk/vacancies/>

If you do have any questions or you would like a word version of the application form, please email vacancies to [vacancies@bolderacademy.co.uk](mailto:vacancies@bolderacademy.co.uk)

*Bolder is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake online safeguarding training and all positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS). Two references will be sought for every candidate that is called for interview.*

*Bolder is an Equal Opportunities Employer.*

### **Timeframe for Recruitment**

Closing date for applications	<p><b>We will shortlist and interview as we receive applications – so please send them in before the deadline of 9am on 17<sup>th</sup> April 2023.</b></p> <p><b>Interviews will be held according to application and we will consider interviewing early if we receive a strong application.</b></p> <p><b>Please note that we do not accept CVs and agencies need not apply</b></p>
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### Person Specification: Assistant Headteacher

		Essential	Desirable	Evidence
<b>Qualifications and experience</b>				
1	Degree of at least 2:1.	Y		A
2	Qualified to teach in the UK.	Y		A
3	Qualified to work in the UK.	Y		A
4	Have achieved or be working towards appropriate higher-level CPD		Y	I
5	Recent and substantial experience as a Head of Department or Assistant Head	Y		A
6	Proven experience of having led, or significantly contributed to the success of a school, through strong and impactful leadership.	Y		A, I, R
7	Experience of working with parents, outside agencies and other partners in order to raise achievement and to safeguard children.	Y		I
8	Experience of having improved the quality of teaching and learning and / or behaviour and attendance for students at a whole school level.	Y		A, I, R
9	Experience of monitoring individual and cohorts of students which has led to increases in levels of progress.	Y		A, I, R
10	Be able to teach MFL or DT or Maths or Geography.		Y	
<b>Vision and strategy</b>				
10	Vision aligned with the Bolder's ambitions to be an outstanding school which has high aspirations and high expectations of self and others.	Y		A, I, R
11	Understanding of what outstanding learning and teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards.	Y		A, I, R
<b>Behaviours, Skills and Abilities</b>				
12	Able to work in close harmony with the Headteacher and Governors.	Y		I
13	Effective leadership and management style that encourages participation, innovation and confidence	Y		I, R
14	Personal impact and presence: wanting to be part of something new	Y		I
15	Willingness to 'roll sleeves up' and 'get stuck in.	Y		I, R
16	Ability to lead, coach and motivate staff within the appraisal framework.	Y		A, R
17	Ability to develop the leadership skills of others.	Y		A, I

18	Strong interpersonal, written and oral communication skills	Y		I, R
19	The ability to take personal responsibility, a readiness to reflect and the ability to change, take risks, and work with a 'can do' attitude.	Y		A, I, R
20	Resilience and motivation to lead the Academy in the absence of the Headteacher.	Y		A, I, R
21	Ability to work under pressure.	Y		A, I, R
22	Strong time management and organisational skills.	Y		A, I, R
23	High levels of integrity and honesty.	Y		A, I, R
24	Able to lead external relationships and can skillfully manage and maintain effective working relationships with parents and other stakeholders	Y		I
25	Speaks English fluently	Y		I
<b>Others</b>				
26	This post is subject to an enhanced DBS.	Y		A, I, R
27	The post holder must be committed to safeguarding the welfare of children.	Y		A, I, R

**Key to Evidence: A = Application**

**I = Interview**

**R = References**

## Job Description: Assistant Headteacher

<b>Grade / salary band:</b>	Leadership scale
<b>Line manager:</b>	Deputy Head
<b>Posts directly supervised:</b>	Senior Leaders Teaching and support staff as required

### Main purpose of role

The Assistant Headteacher will support the Headteacher and Deputy Headteachers in:

- Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards meeting the school's aims and objectives

The Assistant Headteacher will also have a timetabled teaching commitment of XXX, complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated by the Headteacher.

### Core accountabilities

#### School culture and behaviour

- Under the direction of the Headteacher or deputy Headteacher, the Assistant Headteacher will:
- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Add any other duties relevant to your school

#### Teaching, curriculum and assessment

- Under the direction of the Headteacher or deputy Headteacher, the Assistant Headteacher will:
- Establish and sustain high-quality teaching across subjects and phases, based on evidence

- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

### **Additional and special educational needs and disabilities (SEND)**

- Under the direction of the Headteacher or deputy Headteacher, the Assistant Headteacher will:
- Promote a culture and practices that allow all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

### **Organisational management and school improvement**

- Under the direction of the Headteacher or deputy Headteacher, the Assistant Headteacher will:
- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

### **Staff management and professional development**

- Under the direction of the Headteacher or deputy Headteacher, the Assistant Headteacher will:
- Performance manage middle leaders, including carrying out appraisals and holding staff to account for their performance
- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs
- Add any other duties relevant to your school

**Governance, accountability and working in partnership**

- Under the direction of the Headteacher or deputy Headteacher, the Assistant Headteacher will:
- Work with the governing board as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils