



**North East  
Learning Trust**

**Associate Assistant Headteacher  
Biddick Academy**  
Applicant information pack

# **Associate Assistant Headteacher**

**Permanent**  
**Required September 2025 or as soon as possible**  
**1.0FTE**  
**L8-L12**  
**£59,167 - £65,286 per annum FTE**

Biddick Academy is part of the North East Learning Trust and we are seeking to appoint a dynamic and highly motivated Associate Assistant Headteacher.

At Biddick Academy we find and nurture the brilliance in every student through a well-balanced and broad curriculum. Everything that we do aims to develop curiosity, build resilience, readiness, and aspiration in our students. Each year we work to build on the high standards and reputation we have achieved over many years as we prepare students to embrace the endless possibilities that lie ahead of them.

Located within a short drive from the vibrant cities of Sunderland, Newcastle and Durham, Biddick Academy is an Ofsted-rated 'good' school for 2021, known for its excellent reputation within the local community and is consistently oversubscribed year-on-year.

At Biddick Academy you will be joining a team where we work collaboratively to ensure our students are safe, happy, inspired and cared for. We provide an extremely supportive induction programme for new staff and high quality, professional development opportunities.

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

**We will offer you:**

- National Terms and Conditions of Employment
- Access to Teachers' Pension
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

**The successful candidate will:**

- Hold QTS qualification, first degree or equivalent in a relevant subject
- Have experience of teaching the relevant subject area at both KS3 and KS4
- Have excellent IT skills.
- Be proactive and self-motivated.
- Have a flexible approach to work.

**Deadline: Monday 30<sup>th</sup> June, noon**

**How to apply:**

Expressions of interest should detail how your skills and experience meet the job description and be a maximum of one side of A4. These should be returned to [catherine.loftus@biddickacademy.co.uk](mailto:catherine.loftus@biddickacademy.co.uk)

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



## Job description

<b>Post title:</b>	<b>Associate Assistant Headteacher</b>
<b>Responsible to:</b>	<b>Headteacher/Deputy Headteacher</b>
<b>Responsible for:</b>	<b>Achievement of vulnerable learners and subject leader</b>
<b>Salary Band:</b>	<b>L8 – L12</b>

### Job Purpose:

To work with senior leaders to provide leadership for vulnerable learners and a subject, securing the highest quality of education and outcomes.

The Associate 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:

- To work with the Headteacher, 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.
- Act as role model for all members of the Academy community, promoting high expectations of the quality of teaching and learning, attendance and behaviour.
- 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.
- Make leading and significant contributions to the School Improvement Plan.
- To actively contribute to the Senior Leadership Team, attending weekly meetings and other relevant meetings as may be required.
- To undertake joint responsibility, with other members of the Senior Leadership Team for School Self Evaluation and Performance Management.
- To act as a Link Manager for identified areas.
- 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.
- To actively promote and develop the Academy's positive ethos and culture.
- Develop, review and support Academy policies to ensure their effective implementation.
- Take an active role in the appointment of staff.
- Attend and contribute to Local Academy Council meetings as appropriate.
- Be accountable for the planning and expenditure of delegated budgets within the remit of the post.
- To undertake responsibility for identified strategic areas of Academy leadership, as negotiated with the Headteacher.

### Specific Responsibilities:



### **Pupil Premium/Vulnerable Learners**

- To lead the strategic development of pupil premium and provision in school, including the PP statement and website information.
- To support the Deputy Headteacher in the strategic match of pupil premium/vulnerable students in English and maths.
- To lead the development of Student POD.
- To continue as a subject leader.
- To contribute to the development of the School Improvement Plan and SEF, wherever appropriate.
- To provide reports on provision and impact of strategies for pupil premium/vulnerable students to the Local Academy Council.
- To oversee and evaluate provision for identified pupil premium/vulnerable students.
- Liaise with other senior leaders within the Trust and collaborate with other outside agencies when appropriate.
- Ensure that students receive quality first teaching and evaluate the impact of planned interventions.
- Support the implementation of the academy's systems.
- Support the wider pastoral team in the implementation of the pastoral system.
- Monitor progress and evaluate the effect of developments and targets on student achievement by working alongside colleagues, analysing work and outcomes.
- Implement appropriate intervention for vulnerable learners.
- Provide regular updates on the impact of interventions to stakeholders.
- Liaise with the Deputy Headteacher to ensure that appropriate interventions are in place to support effective academic provision.
- Working alongside other members of SLT, create a culture where pupils experience a positive and enriching school life.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher/Deputy CEO to reflect or anticipate changes in the job commensurate with the grade and job title

### **General**

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time, but in consultation with you, may be changed by the Headteacher/Deputy CEO to reflect or anticipate changes in the job commensurate with the grade and job title.**

### **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.

## **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 checks are 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.

