



Email: vacancies@bolderacademy.co.uk

www.bolderacademy.co.uk

February 2021

Dear Candidate,

**Assistant Headteacher – Director of Sport and Community
Full time from September 2021**

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.

This is a fantastic opportunity for a dynamic and innovative sportsperson to join a thriving and ambitious Academy. A Bolder future awaits...

We are looking for a Director of Sport and Community who is focused, inspirational and committed to doing the very best for all our students and our local community. At Bolder we are passionate about our students having the very best opportunities academically and beyond!

We are seeking an experienced leader to implement a varied programme of competitive sport and broader enrichment activities across the whole of the Academy. We are also looking for someone with entrepreneurial skills who can maximise community access to our state of the art facilities including income generation opportunities.

Sitting at the heart of our community, we are an energetic, proud and successful school. We place great importance on high quality relationships, teamwork and a 'can do attitude'. The successful candidate will have drive and va va voom plus and a willingness to roll your sleeves up and get on with the job in hand.

As well as a high quality sports field, we have a dance studio, sports hall with climbing wall and multigames use area.

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 that reads 'Heidi Swidenbank'. The signature is written in a cursive style with a horizontal line underneath the name.

Heidi Swidenbank
Headteacher



The Bolder Way and You

Bolder Academy will be an exceptional place to lead. We know that by joining the team, at this stage, 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:

- **Career Progression:** We are ambitious not only for our students but for our staff. Joining the Academy in its early stages, 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, you will contribute to the creation of Bolder Academy.
- **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.
- **Working environment:** Our state of the art building, due to open in 2021, provides the perfect environment for all to learn, teach and succeed.
- **Wellbeing:** We provide staff with an employee assistance programme with the recognised charity Education Support which gives free and confidential 24 hour/365 days a year support. Bolder also offers free annual flu jabs and a wellbeing day for staff.
- **An easy commute:** Our new build is located in Macfarlane Lane, Isleworth, a short walk from Syon Lane train station.



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, students and community, requires a certain type of leader.

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 leader, you will play an integral part in developing the Academy's culture and community work from its inception. You, as one of the founding member of staff, 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

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: www.bolderacademy.co.uk/vacancies

If you do have any questions or you would like a word version of the application form, please email 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 safeguarding undertake online 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>Thursday 25th February 2021.</p> <p>Interviews will be held according to application and we will consider interviewing early if we receive a strong application.</p>
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Person specification: Assistant Headteacher – Director of Sports

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Sport coaching qualifications • Professional development in preparation for a leadership role
Experience	<ul style="list-style-type: none"> • Leadership and management experience in a school – ideally already having been a Head of Department for at least two years. • Teaching experience and QTS • Involvement in development planning • Line management experience • Working with community groups
Skills and knowledge	<ul style="list-style-type: none"> • Understanding of finances • Ability to generate income by letting out facilities • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships in school and beyond in the local community

Personal qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all students and promoting the ethos and values of the school by developing a wide range of extracurricular activities• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.• Willingness to work some evenings if necessary to set up the community sports provision if needed (this would be flexibly managed and could mean coming in later in the day).• Competitive – a desire to make Bolder the very best in sports and amongst the community.
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Assistant Headteacher – Director Sport and Community Job description

Salary range : L12 – L15

Hours: Full time

Contract type: Permanent

Main purpose

The Assistant Headteacher – Director of Sports and Community will support the Headteacher and Business Manager

- Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership
- The day-to-day management of the school and community facilities
- 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 the achievement of the school's aims and objectives

The Assistant Headteacher will have a small teaching commitment but will be expected to lead clubs and extracurricular activities as well as fixtures.

They may also be required to undertake any of the duties delegated from the headteacher.

Qualities

The Assistant Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school and local community
- Serve in the best interests of the school's students.

Duties and Responsibilities

The successful candidate for this role will have responsibility for:

- Raising the profile of sport and PE, the arts across the school and the community.
- Improving sporting and enrichment opportunities for all students beyond lessons, particularly the most disadvantaged.
- Generating income by renting out our state of the art building.
- Working alongside providers who can deliver holiday schemes and summer schools.
- Developing and implementing a strategy for the effective use of external sports coaches and community arts project leaders.
- Building strong links with local sports clubs and community organisations.
- Displaying outstanding leadership and management and working well with our dynamic Head of PE.
- Creating opportunities for school trips that enrich students' passion for and participation in sport, the arts and beyond.

Culture and Behaviour

Under the direction of the Headteacher, the Assistant Headteacher will:

- Create a culture where students experience a positive and enriching school life
- Uphold educational standards in order to prepare students from all backgrounds for their next phase of education and life
- Create a culture in which Bolder Academy becomes the leading beacon of sport and community provision
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from students, built on rules and routines that are understood by staff and students and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Create and implement the timetable.

Additional and special educational needs and disabilities

Under the direction of the Headteacher the Assistant Headteacher will:

- Promote a culture and practices that enables all students and communities to access the curriculum and the building
- Have ambitious expectations for all students and community
- 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
- Ensure staff and students' 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 staff, including carrying out appraisals, probations and holding staff to account to their performance
- Manage staff well with due attention to workload and wellbeing
- 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
- Secure that provision is of high quality through leadership of others.

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 students.
- Track and analyse student performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language
- Plan and implement interventions for those students who are not progressing

- Provide training and support for teachers and support staff on administering the assessment system effectively

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date:

Next review date:

Line manager's signature:

Date:

Postholder's signature:

Date:
