



Chilwell Croft Academy  
All Different, All Equal, All Achieving

# Assistant Headteacher Candidate Pack

ACADEMICIS

[www.academicis.co.uk](http://www.academicis.co.uk)

Helping Schools / Trusts appoint the best Senior Leaders



Chilwell Croft Academy

All Different, All Equal, All Achieving

# Welcome letter from our Headteacher

Dear Candidate

Thank you for your interest in the role of Assistant Headteacher at Chilwell Croft Academy. At Chilwell we strive to provide outstanding, broad educational experiences for our children to support them to be the best that they can be in their learning journeys. We are ambitious for their development, for their academic progress, their growth as young people and for their preparation for the following stages of their education.

Our ambition is made possible by the commitment and quality of the staff that work for Chilwell and the Equitas Trust. We believe in the development and empowerment of our staff in order to offer high quality experiences to our pupils whilst ensuring they are nurtured and supported in a positive environment. We trust our staff to respond to the educational needs of our children by enabling their initiatives and developing their own professional skills.

Having secured our Ofsted Good rating, we seek now to develop our strategic leadership team to move the school further forward. These are exciting times for our school. Benefitting from positive staff members supported by an understanding and motivational Trust Board

we seek creative and innovative solutions to any barriers our children may have to being the best they can be.

Sitting in the heart of Birmingham we are a two - form entry school enriched by the families within the community that we serve. The role of Assistant Headteacher is key to the success of the school. The Assistant Headteacher will be instrumental in driving the raising of achievement and outcomes across the school with a particular focus on Key Stage 2 outcomes. They will play a significant role in the leadership and management of the school and will lead on areas of the development plan as specified by the Headteacher.

I look forward to meeting you during a tour of our school so that we can expand on this Assistant Headteacher role and the opportunities that it brings for yourself and the community that we serve.

Yours sincerely

Nanette Wragg NPQH, MEd  
**Headteacher**



# Equitas Academies Trust

## About us



**EQUITAS**  
— ACADEMIES TRUST —



At Equitas Academies Trust we truly believe in our Vision and Mission of All Different, All Equal, All Achieving. In practice this means that we celebrate and embrace the diversity and success of our children and young people, their families, our staff and our local communities. We want to help our children and young people to have limitless aspirations for themselves and to take advantage of all opportunities that are presented to them.

Our aim is to ensure that we give all our children and young people the opportunity to develop their particular talents, skills and voices, and become confident young people who are fully ready for their next steps in education, training or employment. Our staff are instrumental in supporting this student journey and we are committed to supporting our staff, and leaders in all roles across the Trust to develop the skills and experience to do this successfully.

### **Mission & Vision**

All Different, All Equal, All Achieving

### **Values**

- Our students are at the centre of the Equitas Family
- We celebrate the diversity of the Equitas Family
- We are focused on raising aspirations and achievement
- We support our families to support our students
- We support staff to become outstanding practitioners and leaders
- We value the skills and development of our staff body

### **Strengths of Schools**

- The commitment of our trustees and staff to 'All Different, All Equal, All Achieving'
- The behaviour of pupils and focus on learning
- The holistic development of students
- The culture of high expectations
- The curriculum which is designed to benefit our student cohorts
- The effective use of pupil premium to support student achievement

# Chilwell Croft Academy

## Our values and ethos



Chilwell Croft Academy is a very happy school for children aged four to eleven. The school currently has children on roll representing over 30 nationalities, speaking 40 different languages.

We are proud to be part of a multicultural community, and actively celebrate the diversity of our school.

Our aim is to provide an environment where children can make progress academically and develop personally, to continue their journey to be positive, impactful, global citizens. Everything we do is focused on this.

We spend a lot of time and effort developing the culture of our school. The physical environment is welcoming and nurturing. Our school benefits from our drama lead, music lead and sports coach reflecting our commitment to provide positive experiences enabling our school community to be a happy and stimulating place to be. Our pupils learn to behave, have a good attitude to learning and respect each other. Pupils take pride in their work as evidenced by the presentation in their books. They value our rewards system and say they feel safe in school.

Developing the highest quality teaching lies at the heart of our school improvement agenda. We celebrate success and share good practice whenever we can.

We are very proud of our pupils and their families. Here, every child is truly valued for his or her contribution and encouraged to grow in confidence. A real strength of our school are the very positive relationships between staff and pupils and within peer groups.





# Job Description

## Assistant Headteacher

### Job details

Job title	Assistant Headteacher
Salary:	L3 - 7
Contract type:	Full-time permanent
Reporting to:	Headteacher
Responsible for:	Raising Attainment with particular focus on outcomes at Key Stage 2.

### Main purpose

The Assistant Headteacher, under the direction of the headteacher, will take a role in:

- Implementing a consistently broad and aspirational curriculum offer at Key Stage 2
- Monitor levels of attendance and implement strategies to ensure that attendance is high
- Sustaining the best standards of teaching and learning
- Playing a significant role in challenging and coaching staff to ensure that standards and outcomes are consistently outstanding

The Assistant Headteacher will also have a timetabled teaching commitment to be agreed with the Headteacher

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

Aspirational Education should be the postholders first concern.





# Job Description

## Continued

### Duties and responsibilities

#### Leadership

Under the direction of the headteacher:

- Support the headteacher and other SLT in the day-to-day management of the school
- Communicate the school's vision compellingly and support the headteacher's strategic leadership
- Model the values of the Trust
- Lead by example, focusing on providing excellent education for all pupils
- Lead on whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Ensure CPD is based on research and informed practice and links directly to the needs of the school
- Seek training and continuing professional development to meet own needs
- Ensure a consistent and continuous school wide focus on students' achievement

#### Managing staff

Under the direction of the headteacher:

- Ensure individual staff accountabilities are clearly defined, understand and agreed, and are subject to rigorous review and evaluation
- Inspire, challenge, motivate and empower others to carry the vision forward
- Commit to their own professional development, proactively identifying development opportunities
- Proactively enable team working

#### Modelling best practice for teachers

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others

# Job Description

## Continued

### Systems and processes

Under the direction of the headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Support distribution of leadership throughout the school

### Other areas of responsibility

As an Assistant headteacher, to lead on a particular area of school leadership that will include one of the following as determined by the headteacher;

### Raising Achievement and Outcomes for All

- Analyse pupil 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
- Work alongside senior leaders to review progress of all cohorts, identifying underachievement, lack of progress and taking action to ensure that these issues are addressed.
- Keep up to date with accepted best practice in the field of curriculum and pedagogy and ensure that this is implemented across the school
- Develop and implement a successful strategy to improve attendance levels across the school

### Other responsibilities

The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

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 assistant headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.



# Person Specification

## Assistant Headteacher



Criteria	Essential/Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Professional development in preparation for a leadership role</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Leadership and management experience in a school (Minimum of 3 years)</li> <li>• Teaching experience [a minimum number of 5 years' experience]</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Experience of contributing to staff development</li> <li>• Substantial Key Stage 2 Experience</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> <li>• The curriculum &amp; assessment</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Ability to work under own initiative and be driven to achieve set goals and targets</li> <li>• Commitment to safeguarding and equality</li> </ul>

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



## Chilwell Croft Academy

All Different, All Equal, All Achieving

Chilwell Croft, Newtown, Birmingham, B19 2QH



## EQUITAS

— ACADEMIES TRUST —

Aston Manor Academy, Phillips Street  
Aston, Birmingham, B6 4PZ

# ACADEMICIS

## How to apply:

If you wish to discover more about this exciting opportunity, need any further information or you would like to have an informal discussion, please contact our retained consultant at Academicis, William Bridge: [wbridge@academicis.co.uk](mailto:wbridge@academicis.co.uk) – 01223 907976/07825 346535.

Please email your application to: William Bridge at Academicis: [wbridge@academicis.co.uk](mailto:wbridge@academicis.co.uk)

Closing date: Tuesday 16th January 2024

Shortlisting date: Thursday 18th January 2024

Interview dates: W/C 22nd January 2024