



**North East
Learning Trust**

**Assistant Headteacher
Ashington Academy**
Applicant information pack

Assistant Headteacher Pastoral Intervention

Permanent
Required September 2024
Grade L11 – L15
£60,488 - £66,628 per annum

Ashington Academy is part of the North East Learning Trust and is seeking to appoint an Assistant Headteacher to join our dedicated team. At Ashington Academy, we aim to provide opportunities to enable all students to learn and make lifelong friendships in a caring, supportive environment. In becoming successful learners, we want all our students to develop a love of learning, to recognise that learning is a lifelong activity and that the skills they acquire and develop are transferrable.

Currently graded as 'good' in all areas (Ofsted, March 2022), Ashington Academy has undergone a truly transformational journey since it joined NELT in 2017. This transformation has been achieved as a result of unwavering support from a team of trusted leaders of education. There is an unrelenting focus on high-quality teaching and learning, an academically ambitious curriculum, complemented by an exceptionally talented and committed staff body. We are proud to say that this transformation has been echoed and further substantiated by exceptional outcomes for our fantastic young learners, both in the main school and sixth form. Ashington Academy is not only becoming one of the top-performing schools in Northumberland, but also across the North East.

Working for the North East Learning Trust means joining one of the most successful and ambitious education trusts in the country and one of the largest school families in the region. We pride ourselves on creating outstanding schools, in every sense of the word, with a track record of transformation and success that speaks for itself.

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
- A supportive and effective governing body

We will offer you:

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



The successful candidate will:

- have experience of leading or managing developments in the curriculum or pastoral area
- have proven leadership skills in school improvement and curriculum innovation
- be an exemplary classroom practitioner and is able to model and coach their outstanding teaching
- have high expectations of pupil achievement and behaviour
- have excellent interpersonal, organisational and communication skills with the ability to lead, motivate, inspire, and support colleagues
- be committed to working in partnership with our parents and the local community

Deadline: Noon on Thursday 16 May 2024

Interviews taking place Wednesday 22 May 2024.

How to apply:

Application packs can be downloaded from our website.

Application forms should be returned to kerry.gibson@ashingtonacademy.co.uk or by post to Kerry Gibson, Support Services Manager, Ashington Academy, Green Lane, Ashington, NE63 8DH. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

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

Post title: Assistant Headteacher
Responsible to: Head of School
Responsible for: Pastoral Intervention
Salary Band: L11 – L15

Job Purpose:

To work with the Head of School to provide professional leadership for maths and student intervention.

Introduction:

The 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 Teachers' Pay and Conditions Document.

Duties and Responsibilities:

- To work with the Head of School, 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 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 Head of School.

Specific Responsibilities:

Maths

- To provide strategic leadership for the development of Maths at Ashington Academy and Hermitage Academy
- To support the Trust Director of Maths in improving Maths outcomes across the Trust
- To advise in the delivery of the Maths curriculum, resources, schemes of work, marking policies, assessment and teaching strategies in departments.

- To provide advice on the day-to-day management, control and operation of the curriculum provision within Maths departments.
- To ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To work with SLT and the Trust Subject Director to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To contribute to Performance Management and to act as reviewer for a group of staff within the designated department.

Pupil Premium

- To advise the SLT on the strategic development of pupil premium and their provision in school.
- 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 students to the Local Academy Council.
- To oversee and evaluate provision for identified pupil premium 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.

Student Engagement

- Working alongside other members of SLT, create a culture where pupils experience a positive and enriching school life.
- Implement half termly student surveys and use these to inform actions which lead to sustained improvements.
- Implement a programme of well-being checks – ensuring that all students have the opportunity to meet with a member of the senior leadership team.
- Maintain a culture of student voice. Feedback provided half termly to pastoral staff and SLT.
- Work with the Deputy Head Pastoral to further develop our rewards provision in line with the house system.

Parental Engagement

- Design a programme of events which engages parents and empowers them to play an active role in the education of their child or children.
- Implement parent surveys and use these to inform actions which lead to sustained improvements.
- Support the Academy strategy for parental communication. Ensuring it is regular, informative, high quality, easy to access and valued by parents.

Health and Safety

- To act as SLT lead for Health and Safety.
- To provide an update to Head of School on any emerging Health and Safety issues.
- To represent the Academy at Trust meetings.

General:

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

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.



Person Specification

Assistant Headteacher – Pastoral Intervention

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • Qualified Teacher Status • First degree or equivalent in a relevant subject • Recent and relevant Continual Professional Development • Good Honours Degree in a relevant subject 	
Experience	<ul style="list-style-type: none"> • Recent and successful teacher experience at both KS3 and KS4 • Proven track record of delivering excellent outcomes for students of all abilities in maths • Minimum of two years' experience in a successful Department or equivalent • Experience of leading or managing developments in the curriculum or pastoral area • Experience of making a significant contribution to improving student outcomes at departmental/year group level • Experience of organising and participating in extra-curricular work • Data analysis and target setting at departmental/year group level • Detailed knowledge of SIMS or similar • Have experience of leading a maths department 	<ul style="list-style-type: none"> • Experience of teaching KS5 maths • Experience of improving outcomes for pupil premium students • Experience of implementing strategies to develop parental engagement
Aptitude and skills	<ul style="list-style-type: none"> • Excellent communication skills both verbal and written • Excellent classroom teacher • Ability to work under pressure • Ability to lead, motivate, challenge and inspire staff and students • Ability to initiate and successfully implement change • Ability to analyse and interpret information to make informed decisions and exercise good judgement 	
Personal qualities	<ul style="list-style-type: none"> • Reliable and conscientious • Desire and ability to learn new skills • High expectations of all students • Caring and supportive • Enthusiastic team player • Able to organise, plan and prioritise effectively • Flexibility, adaptability and creativity 	



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.