



# Application Pack

## Job Role: Assistant Headteacher

Closing Date: 8<sup>th</sup> May 2021  
*Early Applications encouraged*



*As partners in our community, our mission is to provide every child and young person with an enriching and inspiring educational experience, where they can thrive academically and socially, both now and in the future. By being 'Stronger Together' in our educational quality, our parent and community engagement, our investment in our people and our sustainability, we can meet our specific pledges to all of our children, communities and staff.*

*Our vision is to prepare every CHAT student for the changing world we live in. A world which is more global, more driven by technology, a world where anything is possible with the right preparation and attitude. That means providing a curriculum and learning experience that reflects the highest academic standards and inspires and enthuses pupils through its creativity and openness to the world around us. Our children will be able to 'be the change they want to see in the world'. They will be resilient, optimistic, respectful, honest and well-rounded citizens, with a love of learning. At the same time, we are all also members of our communities, places where we find friendship, support and common endeavour. Being at the heart of our communities is a hallmark of CHAT Academies.*

*We want our children and young people to have a sense of place, knowing the importance of 'giving back' and the value of community and togetherness to their everyday lives.*

*As a trust, we will foster a culture that respects diversity and recognises that we are stronger together than we are apart. In pursuing this vision, trustees, staff and governors will model it every day, knowing that each one of us plays a part in making it a reality for every child and young*



**Marino Charalambous**  
Chief Executive Officer  
CHAT Academies



"our mission is to provide every child and young person with an enriching and inspiring educational experience"

# About Us

CHAT Academies is an educational charity that manages a family of five academies in North London, educating some 2,600 pupils.

We are very proud of our families, pupils, students and staff. We hope you will consider becoming a part of our community.

## **Cuckoo Hall Academy – Edmonton**

A four-form entry primary academy serving pupils from Nursery to Year 6.

“We aspire to provide a curriculum and learning experience that inspires pupils – we want every child to be engaged, inquisitive, and life-long learners. The Trust-wide curriculum principles will make sure this is our shared focus.”

**Ms N Ross**

*Headteacher*

*Cuckoo Hall Academy*



**Cuckoo Hall**  
ACADEMY

## **Enfield Heights Academy – Enfield**

A one-form entry primary academy currently serving pupils from Reception through to Year 6.

“Being part of a family of schools is exciting and empowering, as we can learn from each other, while at the same time retaining a good level of autonomy. Shared central services keep costs down and we are able to buy in bulk with the purchasing power of a Trust.”

**Mrs J Simone-Bacon**

*Head of School*

*Enfield Heights Academy*



**Enfield  
Heights**  
ACADEMY



### **Kingfisher Hall Academy – Enfield**

A two-form entry primary academy serving pupils from Nursery through to Year 6.

“Being part of CHAT is a huge opportunity for schools to support one another, to share what they do well, and to work together to share our very best practice to the benefit of every child in the Trust. We’re all committed to that.”

**Mr M Clifford**

*Headteacher*

*Kingfisher Hall Academy*



Kingfisher Hall  
PRIMARY ACADEMY

### **Woodpecker Hall Academy – Edmonton**

A two-form entry primary academy serving pupils from Nursery through to Year 6.

“We are a Trust that has a very strong community ethos. That is what binds the headteachers, the teaching and learning staff, and the schools together – serving our communities and inspiring the children who live at the heart of those communities.”

**Ms N Ross**

*Headteacher*

*Woodpecker Hall Academy*



Woodpecker Hall  
PRIMARY ACADEMY

### **Heron Hall Academy – Ponders End**

A new and growing secondary school, serving pupils from Years 7 through to 11.

“Many of our students come from the Trust’s primary schools, which means we know a great deal about them when they join us. Our mission and purpose is clear and supported by all our staff. The Trust approach is having a transformational impact on the lives of these young people.”

**Mr ABarzey**

*Headteacher*

*Heron Hall Academy*



Heron Hall  
ACADEMY

**Are you an outgoing, forward thinking Assistant Headteacher?  
If so, we want to hear from you!**

Due to the expansion of the Senior Team, CHAT Academies are looking to appoint a forward thinking, dynamic Assistant Headteacher for our Secondary school, Heron Hall Academy. Flexibility exists to shape the position according to the successful candidate's particular skills and interests.

Our goal is to provide outstanding education and life changing opportunities for all our children. We want to be recognised for academic excellence and having a reputation for giving pupils the critical skills and knowledge necessary to be successful in education, employment and life.

Heron Hall is a state-of-the-art building and has strong professional teaching and support teams. Our building opened in 2016 with excellent specialist facilities and resources. We have committed children, a vibrant, multicultural community and dedicated team who place the wellbeing, personal development and education of our children at the heart of everything we do.

Heron Hall is welcoming, friendly and inclusive. We share a clear vision for improving our children's life chances through providing equality of opportunity, an engaging and purposeful curriculum and high-quality teaching and learning.

The successful candidate will be able to teach and work collaboratively within our senior leadership team. They will lead on an area of the academy. You will need to have excellent communication skills and work collaboratively with the Headteacher, SLT team and your direct team. You will have a natural flair for delivering creative and vibrant lessons that enthuses and motivates all students to want to learn and achieve.

The academy is committed to your professional development. You will be given support, time and space to grow as a leader and improve within your leadership role at the school.

We are dedicated to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to enhanced clearance through the Disclosure and Barring Service.

Working at CHAT Academies brings many additional benefits for our dedicated and valued staff, including:

- Continued professional development and opportunities across the Trust, including a partnership with Warwick University.
- Health Shield membership (employee assistance programme supporting with wellbeing and offers many attractive discounts)
- Access to affordable CHAT key worker accommodation
- Free Level 2 courses through Skills Network
- Pension scheme

**If teaching is your passion and you want to make a real difference to children, then apply for this opportunity within Heron Hall Academy.**

# Job Description

<b>Job title:</b>	Assistant Headteacher
<b>Academy:</b>	Heron Hall Academy
<b>Hours:</b>	Full time
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	£57,436.00 (L11 Starting salary point dependent on experience)
<b>Start Date</b>	1 <sup>st</sup> September 2021 (Flexible start date considered for right candidate)

## Job description.

Purpose of the role:	The Assistant Headteacher will work with the Headteacher to provide leadership and management to support the teaching and learning of all pupils. In partnership they will be responsible for ensuring the educational success of Heron Hall's pupils and the Academy's development plan. They will take a lead role in the monitoring and evaluation of standards across the whole school and be a leading professional, actively promoting effective teaching and learning practices across the school.
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Duties and Responsibilities	<ul style="list-style-type: none"><li>• The Assistant Headteacher will be a model professional, setting an excellent example to teaching and support staff.</li><li>• Deliver and coach others to deliver exemplary teaching and learning to pupils.</li><li>• Support the Headteacher in ensuring the school's commitment to safeguarding and promoting the welfare of children is delivered.</li><li>• Be emblematic of our values – Trust, Respect, Success and be true to our Trust Mission Statement: Together we Succeed.</li><li>• As a member of the teaching and leadership teams, work towards developing and successfully implementing Heron Hall Academy's curriculum and vision.</li><li>• Work in close partnership with the Headteacher in actively and demonstrably promoting enrichment, entitlement and achievement through building and implementing agreed school policies</li><li>• To be the line manager for named curriculum areas and to work closely with these areas on raising standards</li><li>• Support with the appropriate sections of the School Development Plan and ensure policies are consistently applied throughout the Trust.</li><li>• Identify and hold to account underperforming staff.</li><li>• Liaise with parents/carers to encourage and promote involvement in their child's education.</li><li>• Fully participate in the Academy's quality assurance (QA) and performance management processes.</li><li>• Promote the spiritual, moral, social and cultural development of all pupils.</li></ul>
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Additional specific Responsibilities	<ul style="list-style-type: none"> <li>• Undertake additional duties related to the running of the school, as directed by the Headteacher.</li> <li>• Ensure that all pupils receive excellent pastoral care and support.</li> <li>• On occasions lead assemblies and staff meetings</li> <li>• Contribute as required to the academy enrichment programme.</li> <li>• Serve as a role model based on high standards and professional conduct, in line with the Teachers' Standards.</li> <li>• Share responsibility for the induction and deployment of new staff, voluntary help, work experience students, trainee teachers/ students and parents/ carers working in classrooms</li> <li>• Assist in hosting and organising whole school events such as open days and parents evening</li> <li>• Be aware and comply with policies and procedures relating to equal opportunities, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Maintain confidentiality in relation to all work undertaken.</li> <li>• Contribute to the safeguarding and promotion of the welfare and personal care of children and young people and with regard to Child Protection procedures.</li> <li>• Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.</li> <li>• Co-operate with the employer on all issues to do with Health, Safety &amp; Welfare.</li> <li>• Undertake any necessary professional development.</li> <li>• Carry out such duties as may be reasonably assigned by the Headteacher.</li> </ul>
Management of pupils	<ul style="list-style-type: none"> <li>• Ensure that learning is at the centre of strategic planning and resource.</li> <li>• Promote models of excellent classroom practice coaching, mentoring and support self-evaluation for teaching and learning staff.</li> <li>• Support, lead and manage teaching and learning in and beyond the classroom.</li> <li>• Lead Teachers and team leaders to ensure that all teaching and learning and assessment policies and protocols are in place and up to date.</li> <li>• Assist in the design, development and implementation of systems for the collection of useful, timely, and accurate assessment data</li> <li>• Provide leadership in the development and management of all teaching and learning and in the creation and maintenance of high quality, stimulating, well-resourced and child friendly learning environments.</li> <li>• Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.</li> <li>• Evaluate performance, track progress and secure raised achievement across all key stages.</li> <li>• Ensure that statutory requirements, e.g. in relation to health and safety with regard to students, are met.</li> <li>• Promote performances, exhibitions and displays of students' work.</li> <li>• Uphold the policies of the Academy ensuring, for example, that the Academy's Behaviour and Discipline policy, so that good order and discipline are maintained.</li> </ul>



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#### Secure accountability

- Work in close partnership with the Headteacher and Deputy Headteacher in actively and demonstrably promoting enrichment, entitlement and achievement through building and implementing agreed school policies.
- Work with the Headteacher to provide CPD (continuous professional development) for classroom-based staff ensuring their needs are identified and met through quality training opportunities within available resources.
- Be an experienced curriculum and team leader across the Secondary age range.
- Work with the Headteacher and Deputy Headteacher in the school's achievement reviews and target setting processes by assisting with assessment procedures.
- Fulfil commitments arising from contractual accountability to the governing body.
- Develop a School ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- performance manage staff including TLR leaders
- Work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.
- Develop and present a coherent, understandable and accurate account of the School's performance to a range of audiences including governors, parents and carers.
- To reflect on personal contribution to School achievements and to take account of feedback from others.

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#### Strengthen cohesion between members of the school community

- Create and promote positive strategies for challenging racial and other prejudices and dealing with racial harassment.
- Ensure learning experiences for students are linked into and integrated with the wider community and to ensure that students have opportunities to take on leadership roles within the School and the wider community.
- Support effective day to day management of the school including recruiting and inducting staff.
- Assume responsibility for the management of the school in the absence of the Headteacher and the Deputy Headteacher.
- Ensure a range of community-based learning experiences.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families.
- Create and maintain an effective partnership with parents and carers to support and improve student achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the School to enhance and enrich the School.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and colleges and promoting innovative initiatives.
- Co-operate and work with relevant agencies to protect children.

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The above duties are not exhaustive and the post-holder may be required to undertake reasonable tasks as assigned by the Headteacher.

*The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*

# Person Specification

Qualifications - Essential	<ul style="list-style-type: none"> <li>• Bachelor's Degree or equivalent in a relevant subject area</li> <li>• Right to work in the UK</li> <li>• Qualified Teacher status</li> </ul>
Qualifications - Desirable	<ul style="list-style-type: none"> <li>• Further Degree</li> </ul>
Experience - Essential	<ul style="list-style-type: none"> <li>• Experience across the secondary age range teaching either mathematics or science</li> <li>• Experience as a curriculum and team leader</li> <li>• High level skills as a classroom practitioner</li> <li>• Experience of effective lesson planning, marking and assessment practice</li> <li>• Experience of using a range of positive behaviour management techniques to create an effective climate for learning</li> <li>• Able to relate well to young people and adults</li> <li>• Experience of working as a team member</li> <li>• Good organisational and time management skills</li> </ul>
Experience - Desirable	<ul style="list-style-type: none"> <li>• Experience of target setting and data tracking systems</li> <li>• The ability to analyse data in order to identify underperformance</li> <li>• Experience of raising attainment through the use of effective intervention strategies</li> <li>• Experience of working as a team member at a senior level</li> <li>• Whole School time-tabling experience desirable but not essential</li> </ul>
Knowledge and Understanding - Essential	<ul style="list-style-type: none"> <li>• An understanding of the features of effective pedagogy, how students learn and strategies to improve performance</li> <li>• Understanding of safeguarding / Child Protection requirements</li> <li>• Knowledge and understanding of the importance of CPD</li> <li>• To understand and be able to deliver the vision of the school</li> <li>• To understand and promote the schools' ethos and values</li> </ul>
Knowledge and Understanding - Desirable	<ul style="list-style-type: none"> <li>• Knowledge of research and evidenced best practice relating to the quality of teaching and learning</li> <li>• Knowledge of curriculum design and development</li> <li>• Understanding of the latest Ofsted inspection framework and how this should be reflected in practice</li> <li>• Knowledge of recent developments at national level pertaining to examination reform, curriculum reform and school accountability measures</li> <li>• Knowledge of Quality Assurance processes</li> </ul>
Leadership Qualities - Essential	<ul style="list-style-type: none"> <li>• Able to Lead, motivate and influence others, including beyond the line management chain, to deliver whole-school objectives.</li> <li>• Able to develop a communication plans that promote or defends the school's performance, policies or decisions effectively.</li> </ul>
Personal & Professional Qualities - Essential	<ul style="list-style-type: none"> <li>• A positive role model</li> <li>• Values diversity and promotes equal opportunities</li> <li>• Commitment to own CPD</li> <li>• Determination, resilience and drive</li> <li>• Enthusiasm, creativity and initiative</li> <li>• Excellent record of attendance and punctuality</li> </ul>
Equal Opportunities - Essential	<ul style="list-style-type: none"> <li>• Understanding of different social backgrounds of students</li> <li>• Understanding the needs of students and the appropriate policies and strategies to support them</li> <li>• Understand the needs of bilingual students</li> </ul>

# Application Process



**CHAT**  
ACADEMIES

To apply visit: <https://www.chat-edu.org.uk/vacancies> alternatively applications can be made via TES.com

Contact Details: [HR@chat-edu.org.uk](mailto:HR@chat-edu.org.uk), 0208 804 4126

Closing Date: 8th May 2021 (Early Applications encouraged)

The interview process will be confirmed nearer the time, but is likely to be conducted at a social distance or remotely.