



RECRUITMENT PACK

ASSISTANT HEADTEACHER

Attendance, Punctuality & Admissions

Salary Range: L13-L17



PROUD TO BE PART OF
ALL SAINTS
Multi Academy Trust



**“Teachers have high expectations of what pupils and students should achieve. They care about pupils and help them to do their best.”
Ofsted December 2022**



**“Pupils at this school, including those in the sixth form, benefit from a broad and ambitious curriculum”
Ofsted December 2022**

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LETTER FROM OUR CEO

Thank you for your interest in a position within the All Saints Multi Academy Trust.

All Saints Multi Academy Trust is at an exciting time in its development and is committed to its mission of ensuring that all young people achieve and are successful.

All Saints Multi Academy Trust is a joint Catholic and Church of England trust with our Christian values driving all decision making, always in the best interests of our children and young people.

You will be joining a values driven, inspirational and ambitious organisation, so we are looking for an Outstanding candidate who can provide the highest quality of service to the Academy of St. Nicholas and the Trust.

You will be committed to supporting our Christian and educational vision, providing strong leadership and supporting colleagues in ways which bring out their potential.

Ultimately you will ensure that the best possible outcomes for our people are achieved.

Yours faithfully,



**Heather
Duggan CEO**

LETTER FROM THE HEADTEACHER

Thank you for your interest in a position within the Academy of St Nicholas. We have pleasure in enclosing this information pack, which we hope you will find useful in deciding whether to apply for a role within our Academy.

We are very much aware that a decision to apply for a position is a two-way process; if appointed you will want to ensure that you are happy coming to work every day, that you are professionally challenged in your role and that you are prepared for the next stage in your career.

At the Academy of St Nicholas, we are determined that all members of our community “flourish & thrive” guided by our values of respect, ambition, resilience and compassion. The aim of this pack is to provide you with the information you will need to make an informed decision and we welcome visits and conversations with applicants before the closing date.

As an academy, we have been on an incredible journey of improvement, and we are very much aware that the people within our establishment are a key ingredient for its continued success. We look forward to receiving your application.

Yours faithfully,



Mr G Lloyd
Headteacher

ACADEMY INFORMATION

The Academy of St. Nicholas is a unique joint Catholic and Church of England Academy at the heart of our local community and we are proud to be part of the All Saints Multi-Academy Trust.

We are blessed with state-of-the-art facilities which enable us to illuminate all aspects of education to the young people we serve.

The Academy of St Nicholas is an ambitious and progressive 11-18 Academy in Liverpool with approximately 980 students on roll.

The Academy is focused upon driving standards of achievement rapidly and this makes it a dynamic and exciting place to work as evidenced by our recent Section 5 Ofsted inspection which can be found [here](#).

The Academy of St Nicholas is committed to ensuring that every student makes the most of their potential, ensuring that every person within our community can flourish & thrive.

The Academy concentrates on providing the highest quality of teaching, with bespoke CPD for all staff to support this, the best possible student support, and the most appropriate and innovative curriculum.

Our Academy is part of the All Saints Multi Academy Trust. There is a trust wide commitment to improve, accelerate and enable ambitious life goals amongst all young people in our academies living out the core values of **ASPIRATION, INCLUSION & SERVICE**.

The successful candidate must share these values and have the skills, expertise, and determination to translate them into reality.

You will join a school and trust committed to your personal development with access to 21st Century CPD opportunities so that you can continue to grow as a professional.



OUR MISSION AND VALUES

Our Mission

Our mission is that the The Academy of St Nicholas equips all members of its learning community with the values, skills and attributes they will need for personal success and well-being in a multi-cultural society and global economy.

Our Values

The Academy of St Nicholas is a welcoming, calm and purposeful Academy where everyone feels valued, supported and challenged. Our Academy is a place where students' desire for learning and achievement is met by the passionate commitment of all the staff to the The Academy of St Nicholas



Respect



Ambition



Resilience



Compassion

APPLICATION AND INTERVIEW PROCESS

After the closing date, shortlisting will be conducted by a panel. Please read the job description and person specification carefully before writing your application.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate
- Documentary proof of current name and address (i.e utility bill, financial statement etc dated within the last three months)
- Where appropriate any documentation evidencing changes of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies of certified copies are not sufficient.

References and Pre-Employment Checks

We will seek references for candidates who have been successful at shortlisting and have been invited for interview. We will seek references prior to attending for the interview. We may approach previous

employers for information to verify experience or qualifications before interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional offer: Pre-employment Checks

Any offer to successful candidates will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Section 128 check
- Prohibition order
- Satisfactory DBS Disclosure and Barred List Check
- Verification of professional status such as QTS status, NPQH (where required)
- Completion of Employee Health Declaration
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance.

“Leaders have taken the school on a journey of improvement and remain ambitious for it.”

Ofsted December 2022



Role: Assistant Headteacher – Attendance, Punctuality & Admissions
Salary Range: Leadership Pay Range L13 to L17
Contract: Full time / Permanent
Start Date: Easter 2024

The Academy of St. Nicholas is seeking an Assistant Head teacher lead on Attendance, Punctuality & Admissions.

Whilst this area will be the emphasis of your role you will also be expected to support senior team in providing high quality leadership, delivering on the Academy Development Plan.

You should have recent experience of pastoral leadership and be passionate about improving students' life chances through the provision of the highest quality of education.

Your positivity and enthusiasm will engage and inspire students and staff.

Above all, you will ensure that the students, their learning and developing their potential, remains at the heart of all decisions.

Closing date for applications: **Friday 12th January 2024**

Interview date: **Week commencing Monday 22nd January 2024**

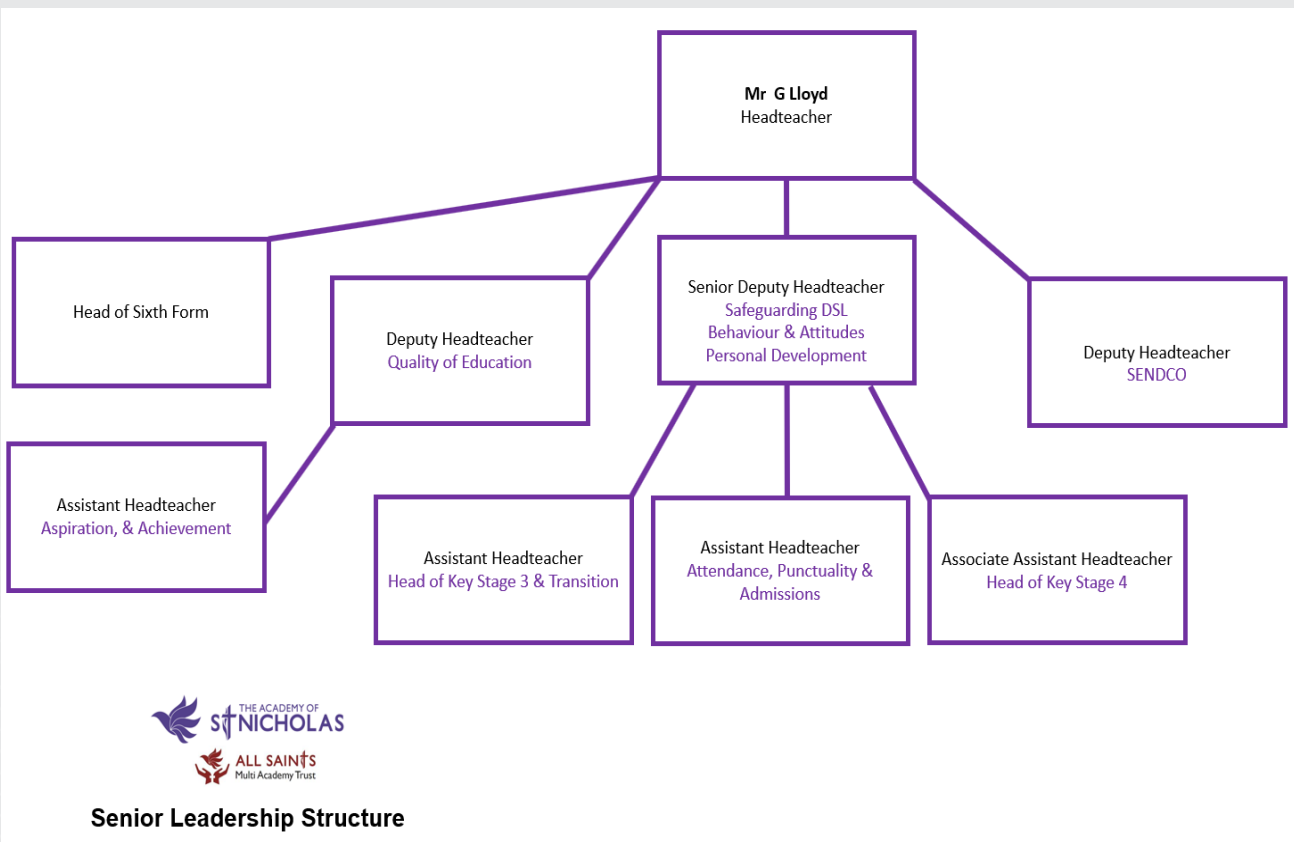
The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an Enhanced DBS Check.

“The Academy of St Nicholas is a member of The Liverpool Joint Catholic and Church of England Academies Trust”

The Trust is an equal opportunities employer.

LEADERSHIP ORGANIGRAM



The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

KEY RESPONSIBILITIES

- Strategic leadership and management of specified areas of responsibility, as directed by the Headteacher. (Attendance, Punctuality & Admissions)
- Leadership and line management of staff and teams
- Efficient use of staff and resources
- Securing accountability from staff across the Academy

JOINT RESPONSIBILITIES OF THE ACADEMY SENIOR LEADERSHIP TEAM

- The safeguarding and wellbeing of Academy students
- Whole Academy behaviour management.
- The quality of Teaching, Learning and Assessment
- Taking a lead role in creating positive relationships across the Academy.
- Performance management of a team of staff.
- Managing incidents and conflict resolution.
- Responding effectively and efficiently to staff, students and parental concerns.
- Leadership representation at evening events and external meetings.
- On call / break duty / gate duty / lunch duties / detention duties.
- Attendance at Strategic and Senior Leadership Team meetings throughout the year
- Supporting Governor activities.
- Providing the Headteacher and Deputy Headteacher with self-evaluation evidence, judgements and plans for improvement.

JOB PURPOSE

As a member of the Academy's senior leadership team the Assistant Headteacher will play a key role in ensuring that the Christian ethos is successfully promoted and adhered to throughout every aspect of the Academy. This will involve engaging in the monitoring and evaluation systems established to ensure the Academy fulfils its vision and mission objectives.

- To ensure that the mission statement underpins the daily life of the Academy.
- To support the Headteacher and other members of the Senior Leadership Team in reinforcing strong innovative leadership that results in a high quality, flexible learning and social environment with equality of access for all.
- To enable learners to benefit from high quality, innovative and enlightened approaches adopted for teaching and learning in the Academy with particular focus on a faculty area or group of students.
- To ensure that the objectives of the Academy are met through the implementation of policies.
- To make a very positive contribution to development of the Academy improvement programme.
- To contribute to the monitoring, review and evaluation of the Academy's performance.

JOB DESCRIPTION

STRATEGIC/OPERATIONAL PLANNING

In conjunction with the Headteacher, Assistant Headteachers will:

- Promote the Academy as an inclusive institution with Christian values, serving the local community and reflecting the approach of the Church of England and the Catholic Church to education.
- Implement the Academy Improvement Plan to meet the objectives set out in the Funding Agreement.
- Meet strategic targets for the Academy set by the Local Academy Council and the Trust Board.
- Ensure the use of the latest environmentally sound technology in all aspects of the work of the Academy. This will support and facilitate access to the curriculum for all learners thereby meeting the major objectives of the Academy Improvement Plan and the targets set by the Secretary of State and the Governing Body.
- Lead colleagues in the formulation of aims, objectives and strategic planning for designated areas of responsibility, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.
- Ensure that Health and Safety policies and practices, including Risk Assessments, across the Academy are in-line with national requirements and are updated where necessary, therefore liaising with the Trust Head of Facilities Management.

CURRICULLUM MANAGEMENT

- Liaise with Headteacher and other relevant Senior Leader to contribute to the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement Plan/Self Evaluation.
- Assist in the design and implementation of a broad and balanced curriculum with an emphasis on The Environment to meet the aims of the Academy and the needs of all students.
- Ensure appropriate evaluation of the design and delivery of designated curriculum areas; continuously striving to improve all aspects. Promoting innovative approaches to teaching and learning.
- Implementing Academy policy for promoting excellent student behaviour and work ethic.
- Monitoring and evaluating progress towards meeting student achievement targets.
- Ensuring that the Academy develops as an inclusive educational community and that students are given the opportunity to participate in the decision-making processes.
- Ensure appropriate evaluation of the design and delivery of areas of responsibility and line management are continuously striving to improve standards.

QUALITY ASSURANCE OF TEACHING & LEARNING

- To keep up to date with national developments in teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Headteacher and Senior Leader responsible to maintain accreditation with the relevant examination and validating bodies.
- To work closely with the Senior Leadership Team to observe, record, devise and advance the quality of progression in teaching and learning styles of staff and students as they move through the Academy.
- To support the Academy's Performance Management protocols to make a positive impact upon the quality of teaching across the Academy, seeking to ensure that all teachers provide lessons which are consistently 'Good' or better, using OFSTED lesson observation criteria.
- To obtain the views of pupils / students, with student voice consultation, about their learning experiences.
- To ensure homework policies and procedures across areas of responsibility are adhered to, ensuring consistency in recording, completion and marking, and parental /carer access to set homework.
- To ensure that the quality procedures in areas of responsibility meet the requirements of Self Evaluation and the Academy Improvement Plan.
- To seek/implement modification and improvement where required.

PEOPLE MANAGEMENT

- Implementing and monitoring best practice performance management processes so as to provide a positive framework for staff development and achievement.
- Assist in the development and implementation of a comprehensive programme of continuing professional development of staff with a focus on teaching and learning to be seen as paramount.
- In conjunction with the Headteacher and other Senior Leaders take the lead on the organisation of activities/processes that encourage team development (including adults and partner organisation).
- To develop good management practice by ensuring positive staff relationships, participation, effective communication and procedures across the Academy

DEVELOPING AND MAINTAINING STRONG COMMUNITY LINKS

In conjunction with the Headteacher and Senior Leaders:

- Enabling the Academy to be rooted at the heart of the community.
- Ensuring that parents and students are kept well informed and involved in appropriate Academy matters.
- Creating and developing ways of involving adults in the learning process.
- Supporting the development of outreach initiatives to the community especially to adult learners.
- Developing and supporting links with the business community to enrich the learning experience of both the school community and its partners.

MANAGEMENT INFORMATION

- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports in accordance with the quality assurance cycle.
- To report to the Local Academy Council and Trust Board in relation to progress within areas of responsibility.

MARKETING and LIAISON

- To contribute to the Academy liaison and marketing activities, e.g., the collection of material for press releases.
- To support/lead the development of effective links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

ADDITIONAL DUTIES

- To play a full part in the life of the Academy community, to support its distinctive mission, specialism and ethos and to encourage and ensure staff and students to follow this example.

This job description sets out the main duties of the post.

The Assistant Headteacher is required to undertake any other reasonable tasks at the discretion of the Headteacher.

These responsibilities will be discussed annually as part of the Headteacher's annual performance management review and are subject to change for the Academy to develop strategically and effectively.

PERSON SPECIFICATION

Qualifications	Essential	Desirable
Degree	✓	
QTS	✓	
Higher qualification in education and/or management		✓
NPQH		✓
Experience		
Experience in at least two secondary Academies/Schools		✓
Significant experience at middle leadership.		✓
Proven track record of raising educational standards	✓	
Experience of whole Academy/School pastoral care including personal development, behaviour, attendance and safeguarding	✓	
Experience of developing, implementing and managing effective whole Academy/School systems for monitoring students' progress		✓
Experience of working at a senior level in an Academy/School where significant improvement has been achieved		✓
Shaping the future		
Capacity to recognise and build on the recent improvements of the Academy/School and formulate a vision for innovation and further improvement	✓	
Comprehensive knowledge of current and future educational developments including collaborative partnerships between Academies/Schools	✓	
Experience of successfully leading change and inspiring others	✓	
Experience of leading and implementing continuing improvement	✓	
Helping to lead an Academy/School to achieve improved Ofsted judgements	✓	
Leading Teaching and Learning		
Student-centred educational philosophy	✓	
Ability to lead by example and inspire high quality teaching and learning	✓	
Ability to inspire, demonstrate and support the highest of expectations for all students	✓	
Ability to recognise outstanding classroom practice	✓	
Ability to model and demonstrate outstanding classroom practice	✓	
Developing self and working with others		
Ability to set appropriate and challenging targets	✓	
Able to make decisions and delegate appropriately	✓	
Commitment to the encouragement, empowerment and training of staff	✓	
Commitment to own self development	✓	
Commitment to working collaboratively with other Academies/Schools and stakeholders	✓	
Awareness of the importance of work-life balance for all staff	✓	
Managing the organisation		
Capacity to build and manage high performance teams	✓	
Ability to use strong and effective management systems underpinned by clear communication	✓	
The ability to access, analyse and interpret a range of data	✓	
Commitment to developing strong links and partnerships with trustees, staff, parents, students, the wider community and other Academies/Schools	✓	
Experience and understanding of financial management and curriculum-based budgeting	✓	
Securing accountability		
Ability to delegate responsibility with accountability	✓	
Capacity to sustain the ongoing improvement of results	✓	
Evidence of using performance management processes to secure improved outcomes for students and staff	✓	
Experience of demonstrating robust evidence of progress and improvement	✓	

Strengthening community		
Proactive approach to ensuring excellent communication with parents and carers	✓	
Ability to promote and develop outstanding links with the community	✓	
Evidence of developing positive links with feeder primary Academies/Schools and local secondary Academies/Schools	✓	
Experience of working with outside agencies to secure improved outcomes for students	✓	
Experience of business links	✓	
Personal qualities and attributes		
Passionate about education with a clear commitment to quality	✓	
A commitment to inclusion	✓	
The ability to identify and establish the principles of an outstanding/exceptional Academy/School	✓	
A highly effective communicator	✓	
Firm and fair management style with interpersonal awareness and concern for impact	✓	
Can lead from the front, and lead by example with high professional standards	✓	
Safeguarding		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Excellent understanding of statutory safeguarding requirements	✓	

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



The Academy of St Nicholas

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The Academy of St Nicholas is proud to be a member of the All Saints Multi Academy Trust.

All Saints Multi Academy Trust is the operating name for the The Liverpool Joint Catholic and Church of England Academies Trust (Company Number 07007398)

51 Horrocks Avenue, Liverpool, L19 5NY, England.



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