



Application Pack

Assistant Headteacher

Start date: September 2025

Salary: L11-L15





Assistant Headteacher

Manor Drive Secondary Academy is a new school in the north of Peterborough, Cambridgeshire. The school welcomed its first cohort of 120 Year 7 students in September 2022 and is adding a new Year Group each September until full. Manor Drive is an ideal place to enhance your career, in a committed team with high expectations. Whilst being an innovative and dynamic Academy, we have traditional values and high standards both for our students and staff. Staff are extremely supportive with ambitions of exceptional outcomes for all.

As the Academy approaches the introduction of our Key Stage Four curriculum, we are recruiting for an Assistant Headteacher who will oversee Curriculum, Assessment and Raising Standards.

The successful candidate will provide professional leadership to secure high-quality teaching and learning for all students and the development of the school within an ethos of care and high expectations by thinking strategically, inspiring, challenging, motivating and empowering others and modelling the values and vision of the Academy.

We wish to appoint somebody to this post who will play a major leadership role in the school as we continue to raise standards. They must be a good team player, able to work closely with the Headteacher and all other members of the Senior Team.

Key aspects of the role include:

- Curriculum design and subject leadership
- Raising standards
- Intervention
- Exam preparation, tracking and accountability
- Homework and independent learning strategies





Message from Chair of Governors

Dear applicant,

Thank you very much for your interest in the post at Manor Drive Secondary Academy. This post is an exciting opportunity to work in a wonderful secondary school.

We want all our students to become independent and confident young people, who are sensitive to others, interested in the world around them and prepared for the challenges ahead.

The Governors have an important role in supporting the Headteacher in the delivery of a great education, framed by our core values: Knowledge, Strength, Respect and Ambition.

We are looking for colleagues who can lead by example, holding and articulating the Academy's vision and values and focusing on providing an excellent education for our students.

Thank you again for your interest in Manor Drive Secondary Academy and Four Cs MAT and I hope that the information contained within this pack provides information to help you to decide if you have the right qualities, skills and experience to apply for this exciting position.

Yours sincerely,

Jonathan Theobalds
CHAIR OF GOVERNORS





Message from Headteacher

Thank you for your interest in this role at Manor Drive Secondary Academy.

I am incredibly proud to be the Headteacher of our innovative, vibrant and growing school. Our students are very well mannered, respectful of each other and proud of their school. Relationships with parents are constructive and parents are keen to support the school and the children's learning. The staff are highly skilled, with a wealth of experience and expertise. We are all determined to ensure that students make exceptional progress in all facets of their life.

We have a strong commitment to developing our students as a whole; not only achieving excellent examination results but through our Enrichment curriculum and in preparing them for their adult lives. This was commended in our recent OFSTED inspection, with Personal Development being graded as outstanding.

We are looking to appoint dynamic, enthusiastic and inspirational colleagues to join our growing team. I hope that having browsed our website and reviewed the information provided you will be interested in applying for this post. If you have any questions or wish to arrange a visit to the school, please contact Penny Noble on pnable@manordrivesecondary.org.uk

This is an incredibly exciting time to join Manor Drive Secondary Academy to play a vital role of ensuring that we provide outstanding opportunities to the students in our school.

Yours sincerely,

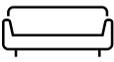
Jo Sludds
HEADTEACHER





Staff Wellbeing and Benefits

Manor Drive Secondary Academy is committed to attracting, developing and retaining top talent to achieve high performance. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

	All teaching staff, and some support staff (depending on role) are provided with a touch screen laptop with inking device.
	Staff gym with new facilities is available to all staff.
	Employee Assistance Programme is available to all staff which offers free legal, money advice and personal support and guidance.
	Staff wellbeing quiet room for use by all staff if required. We recognise that you may need time to reflect or 'take a moment' sometimes.
	Multiple staff rooms around the building.
	Free car parking on site.
	Seasonal and ad-hoc staff incentives such as Christmas Staff advent calendar, staff breakfasts, coffee mornings and other staff organised events.
	Excellent professional development, guidance and support.



Working at MDSA

The staff are highly skilled, with a wealth of experience and expertise. We are all determined to ensure that students make exceptional progress in all facets of their life. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us. In a recent survey, 100% said they were either happy, really happy or loved their job! We asked staff to give us feedback about what it is like to work at MDSA, here are some of their wonderful comments:

Quotes from Staff

"I love the atmosphere at Manor Drive Academy, it is so friendly and feels like such a positive community. Every day I walk into school I feel excited at what the day might hold which is not something I have always felt in other school I have worked in. We have some amazing students at Manor Drive and staff that go above and beyond to work with them. The wellbeing of staff and students is one of the key elements of the school DNA which makes it not just a safe place for staff and students but also a place full of possibilities.

The enrichment programme that we run means that there are so many options to explore and try out creative ideas for the students to get involved in. The senior team are genuinely concerned with making sure that staff are looked after and have the best opportunities to grow and develop. This is by far the best school I have worked in."

"MDSA is a place of work where staff wellbeing is a priority and not just lip service"

"I feel incredibly grateful for the unwavering and ongoing support and guidance I've received from my mentor and colleagues at MDSA throughout my teaching journey. Their encouragement and belief in my potential have been instrumental in my growth and progression."

"MDSA has a holistic approach to Staff wellbeing. Senior leadership take each staff member's workload, health, and wellbeing into account throughout the school year. There is an Open-door policy which allows us to feel safe and heard. I never get that 'Sunday night' feeling."

"When you spend so much time at work, it is incredibly important to feel happy and safe, not only physically but also psychologically. MDSA makes me feel not only safe, but valued and appreciated for being me, and all that that brings. I feel that my voice is not only heard but respected and valued. Staff are treated as equals, regardless of job title or role. Joining the MDSA family has been the best decision I could have ever made."

"I have never worked in a school where my subject has been so valued, which in turn has made me feel valued. The freedom, which I have been given to lead my department in a way which I see fit, has given me immense professional satisfaction and has helped me develop my own skills incredibly. I know that if I need anything, be it advice, resources or just a pep talk, my SLT are always there to listen and I have been extremely grateful for their actions, when I have been struggling with workload. I have never worked at a school which has valued my well-being as much as MDSA."

"I am proud to work at Manor Drive, a place that truly values and supports its staff and students. Since starting in September, I've felt incredibly welcomed, and I have been able to build great relationships with both colleagues and students. The school provides a strong sense of community and has supported me every step of the way in my teaching career. Manor Drive is an environment that prioritises both wellbeing and manageable workloads, making it a privilege to be part of a team that cares for the growth, health, and happiness of everyone involved."

"The environment that staff have created in Manor Drive School allow each member of staff to grow in their role in a safe and supported way. I started my role at Manor Drive after being in Education for 37 years. I started as a volunteer Mentor and found the work environment welcoming and supportive. So much so that I approached the Head to see if there were any roles I could apply for. I mentioned ELSA. I was welcomed, heard and felt appreciated right away. I was placed in the Wellbeing Team and given the role of ELSA."



Job Description Assistant Headteacher

Purpose	<ul style="list-style-type: none"> • To create a climate of learning in which expectations are clear. • To raise standards of student attainment and achievement within the whole school area and to monitor and support student progress. • To be accountable for student progress and development across the school and develop and enhance the teaching practice of others. • To ensure the development and provision of an appropriately broad, balanced, relevant and differentiated curriculum for students, in accordance with the aims of the school and the curricular policies determined by the Governing Body and the Headteacher. • To be accountable for leading, managing and developing designated areas and across the whole school. • To effectively manage and deploy teaching / support staff, financial and physical resources within identified areas of responsibility.
Reporting to	Headteacher
Responsible for	<ul style="list-style-type: none"> • Line manage Heads of Department, and other relevant staff. • Ensuring effective classroom practice. • Ensuring Academy and Trust Policy is carried out.
Working time	195 days per year, full time.
Disclosure level	Enhanced
MAIN DUTIES	
Operational and strategic planning	<ul style="list-style-type: none"> • To keep abreast of educational thinking. • Chairing meetings where appropriate. • To lead the development of appropriate curriculum and resources, schemes of work, marking policies, assessment and teaching and learning strategies. • The day-to-day management, control and operation of the school, including effective deployment of staff and physical resources. • To actively monitor and follow up student progress. • To implement school policies and procedures, e.g. Equal Opportunities, Health and Safety, COSHH etc • Foster and oversee the application of ICT, including development of materials for one-to-one device scheme.



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<p>Curriculum provision</p>	<ul style="list-style-type: none"> • To provide educational enhancement. • To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which meets the school improvement plan / school evaluation. • To be accountable for the development and delivery of allied curriculum areas.
<p>Curriculum development</p>	<ul style="list-style-type: none"> • To lead curriculum development across the school. • To keep up to date with national developments and teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To be responsible for the development of Key Skills. • To ensure that the development of subject materials as the Academy grows.
<p>Staff development, recruitment and deployment of staff</p>	<ul style="list-style-type: none"> • To work with the designated person to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To be responsible for the efficient and effective deployment of support staff • To undertake Performance Management Review(s) and to act as reviewer for a group of staff. • To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. • To promote teamwork and to motivate staff to ensure effective working relations. • To be responsible for the day-to-day management of staff and act as a positive role model. • To advise the Headteacher where appropriate with regards to Professional Practice. • To delegate roles and responsibility to staff and monitor progress. • To support and guide staff appropriately. • To advise on performance. • To engage actively in Performance Management and Professional Development.



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Management information	<ul style="list-style-type: none"> • To analyse and evaluate performance data. • 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 on examination performance, including the use of value-added data. • To provide the Governing Body with the relevant information relating to performance, whole school performance and development.
Communications	<ul style="list-style-type: none"> • To ensure that all members of Staff are familiar with the school's aims and objectives. • To ensure effective communication/consultation as appropriate with parents and students. • To liaise with partner schools and other relevant external bodies. • To represent the School's views and interests.
Marketing and liaison	<ul style="list-style-type: none"> • To contribute to the School liaison and marketing activities. • To lead developments of effective subject 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 links with external agencies.
Management of resources	<ul style="list-style-type: none"> • To make strategic decisions with regard to resources of space, staff, money and equipment efficiently within the limits and guidelines.
Pastoral system	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the School. • To monitor student attendance together with students' progress and performance in relation to targets set for each individual. • To contribute to PSCE, Enrichment and the broader education of the students. • To ensure the behaviour management system is implemented so that effective learning can take place.
Teaching	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a Senior Leader
Additional duties	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.



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OTHER SPECIFIC DUTIES

You are to carry out the duties of a school teacher as set out in STPCD and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher.

To continue personal development as agreed.

To undertake any leadership role as agreed with the Headteacher of the Academy.

To engage actively in the performance review process.

To undertake any other duty as specified by STPCD not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



Person Profile Assistant Headteacher

You should be able to demonstrate that you meet the following criteria:

E = Essential, D = Desirable

Measured by:

A= Application Form, R = Reference, I = Interview

QUALIFICATIONS

E	Well qualified teacher – PGCE / QTS	A
E	Evidenced of CPD	A
D	Higher degree	A
D	Management qualification	A
D	Participation in professional activities outside school	A

EXPERIENCE

E	Managing either pastoral or curricular areas	A/R/I
E	Working with partners and the local community	A/R/I
E	Working with external agencies	A/R/I
D	Experience at Senior Leader level	A/I
D	Experience of school self–evaluation and improvement cycle	A/I
D	Experience of having responsibility for personnel issues including performance management, staff development	A/I
D	Experience of teaching in more than one secondary school (including substantial experience in an 11-16 secondary school)	A/I

ABILITY, SKILLS AND KNOWLEDGE

Candidates should be able to demonstrate a good knowledge and understanding of:

E	Current educational issues, policies, including national policies, priorities and legislation	A/I
E	Curricular, teaching, learning, assessment issues and strategies	A/I
E	The management of staff, including professional development	A/I
E	The Performance Management process	A/I
E	Ability to work effectively with students, staff, parents, Governing Body, the community, feeder schools, the LA, local businesses and other influential connections	A/I/R
E	Ability to manage and effect the behaviour of challenging students and groups of challenging students	A/I/R
D	Awareness of the social and political context in which the school operates	A/I
D	Strategies used to recruit and retain high quality staff	A/I

EDUCATIONAL PHILOSOPHY

E	A commitment to secondary education	A/I/R
E	A commitment to ensure that all students and staff have equal opportunity to achieve the highest standards in all aspects of school life	A/I
E	A commitment to being involved in the full life of the Academy including events and extracurricular activities	A/I



THE SELECTION PROCESS

Applicants are required to submit a letter of application and complete a Teacher Application Form.

When completing your application please note the following important points:

Letters of application should be no more than 2 sides of A4.

Letters should outline clear educational philosophy and link it to the requirements of the post.

Letters should address the criteria identified in the person specification.

The application form must be completed clearly and in full, handwritten or typed is acceptable.

We are unable to process any applications stating “see CV”.

The declaration on the application form must be signed.

Informal enquiries should be directed to Penny Noble, PA to the Headteacher, via email pnoble@manordrivesecondary.org.uk

Completed applications must be emailed to pnoble@manordrivesecondary.org.uk with originals also posted to Mrs J Sludds, Headteacher, Manor Drive Secondary Academy, Porter Avenue, Peterborough, PE4 7EP

Closing Date for Applications: 9am on Thursday 24 April 2025

Please note that due to the high cost of postage we are unable to reply to all applicants.

Manor Drive Secondary Academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an enhanced DBS disclosure, Barred Check List and two successful references. Online searches are carried out on all shortlisted candidates. *Porter Avenue, Peterborough, PE4 7EP*