

ST MARY MAGDALENE ACADEMY

Trust • Compassion • Forgiveness • Integrity • Resilience • Thankfulness

Assistant Headteacher
INFORMATION FOR CANDIDATES



CONTENTS

Letter from the Headteacher.....	
Advertisement.....	
Introduction.....	
Person Specification.....	
Job Description.....	
Benefits of working at SMMA.....	



LETTER FROM THE HEADTEACHER

Thank you for showing interest in the post: **Assistant Headteacher**, at St Mary Magdalene Academy. I hope that this information pack will give you enough information to encourage you to apply for the post.

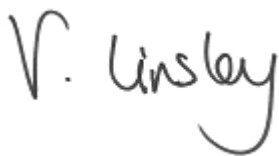
Please apply via the TES Platform or by downloading the application form from our website www.smmacademy.org, **please do not send CVs**. In completing your personal statement please ensure that it is no more than two sides of A4 paper and explain why you believe you meet the requirements for the post. We are committed to providing equal opportunities to all sections of the community, we would therefore ask you to complete the equal opportunities monitoring survey form to enable us to review and improve our recruitment and selection procedures.

The Academy specialises in Global Citizenship and as part of this we are committed to a sustainable future for the planet. In conjunction with Islington's own Green Transport policy the Governors will encourage and support those who use public transport. Although the Academy has no on-site parking facilities the Academy is five minutes' walk from Highbury and Islington Station (Victoria, London Overground and First Capital Connect Lines) and seven minutes' walk from Holloway Road Station (Piccadilly Line).

The closing date for applications will be **Monday 15 April (9am)**.

If we have not contacted, you by Monday 29 April 2024 you should assume your application has been unsuccessful on this occasion. If you require any more information about the post or the Academy, please do not hesitate to contact me.

Yours faithfully



Ms V Linsley
Headteacher

ADVERTISEMENT

Apply by: 9am on Monday 15 April 2024

Start Date: 1 September 2024

Salary: L12 – L18 depending on experience

Location: London Borough of Islington

Contract type: Full Time

Contract term: Permanent

Employer: Hive Education Trust

Address: Liverpool Road, London, N7 8PG

We are looking to appoint an inspirational, committed and enthusiastic Assistant Headteacher to join our highly effective SLT.

An Information pack can be downloaded from the TES platform or our website.

Applications should be sent via the TES platform or by downloading an application form from our website, to arrive no later than 9am on **Monday 15 April 2024**.

For further information, please call 0207 502 4715 or email recruitment@smmacademy.org

St Mary Magdalene Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please also note that as part of the Academy's safe recruitment procedure successful candidate will undergo the enhanced DBS check.

Pupils are very proud of their school. They describe it as a kind and welcoming place that promotes a keen sense of family, community and inclusion. Pupils and adults share a mutual respect. Ofsted 2023

INTRODUCTION

St Mary Magdalene is a highly successful inner city comprehensive school. It is the most oversubscribed school in the London Borough of Islington and it has a strong reputation for developing 'Happy and Successful' children. At the heart of that strap line is a clear mission to ensure that all children are supported and encouraged to become academically successful and well-rounded young people who understand the importance of being kind, tolerant and resilient in the complex world we all share.

As an Assistant Headteacher you will join a Senior Leadership Team of 8 colleagues (including the Academy Headteacher and the Head of Secondary). You will have significant responsibility for both the achievement and progress and expectations and standards in the secondary school. The detail of that role will be finalised depending on the qualities and skills of the successful applicant.

Our leadership model is a 'flat structure' with the senior team and significant numbers of middle leaders who take responsibility for the school's continuing drive for excellence in the inner city. Our style is one of servant leadership and we work collegiately with all colleagues to fulfil our vision for education.

We are excited to have the opportunity to appoint a new colleague to the team.

Schedule of Appointment:

Advert: 28 March 2024

Closing Date: 9am on Monday 15 April 2024

Contract

The Academy has its own contract of employment based on the conditions of service as published in the 'School Teachers Pay & Conditions' document.

Salary:

The salary range will be at the appropriate point on the Inner London Leadership Scale – L12 – 18 depending on experience.

FURTHER INFORMATION

St Mary Magdalene Academy is a Church of England all-through Academy which opened in September 2007 in an award winning building designed by Feilden Clegg Bradley Architects.

The Academy specialism is Humanities and Global Citizenship and the creation of well-rounded young people, able to take their place in the local, national and international community is at the heart of all we do. The focus on happy, successful children influences the way that we approach education.

The Academy is made up of both Primary and Secondary age children. In September 2013 we opened a special Free School for high functioning Autistic children know as The Courtyard. The Secondary is highly oversubscribed with over 1000 applications for the Year 7 intake in each of the last four years. September 2013 saw the first year of pupils admitted to Year 7 under an extra criteria of Aptitude, for which they sit an exam.

The all-through Academy provides the opportunity for Primary pupils to gain from the specialist facilities and subject knowledge of Secondary teachers. It allows for a smooth transition from Primary to Secondary with first-hand knowledge of curriculum delivery across all the Key Stages.

The Lower School curriculum (Years 7-9) aims to provide a rich, broad and balanced curriculum and includes the Independent Schools Examination Board examination at the end of Year 8 followed by a foundation year programme in Year 9. The Upper School curriculum (Years 10 and 11) continues the broad and balanced approach with pupils studying 9 GCSEs. English Language, English Literature, Mathematics, Science, RS and either a Language, Geography or History provide the core, although many will continue with both Humanities and a Language. Pupils are then given free choices from a large number of options.

The Secondary School includes an academically selective Sixth Form which opened in September 2009 and offers students a wide range of A Levels. The Sixth Form is recognised nationally as an outstanding provision and consistently features in the top 10 comprehensives at sixth form and at the top of the local Islington 'league table'.

The Academy's Sponsors are the London Diocesan Board for Schools who have contributed to the £43 million cost of the Academy. They have succeeded in their vision to create an inspirational community of learning and achievement that will make a positive contribution to community cohesion in Islington.

The Governors are committed to providing an outstanding educational experience and their aim is that the Academy is a Christian community of learning which nurtures fulfilled young people who are high achievers discovering their vocation in a global society.

JOB DESCRIPTION

About you:

You will be an excellent classroom practitioner with a proven track record of success at Middle Leader or Senior Leader level and have the aptitude to create the vision for and lead strategically on a range of whole school areas.

Job Purpose

- Play a major role, under the overall direction of the Headteacher, in formulating the aims and objectives of the school in the context of the governors' strategic vision.
- To take responsibility for the leadership and management of a variety of whole school areas
- To line manage designated staff and participate in school monitoring and self-evaluation procedures
- To share responsibility for the daily administration and management of the school.
- To contribute to the all-round success of the school.
- To promote and be involved in the wider life of the school community.

Leading/Managing Policy

- Contribute as a member of the SLT to the development of the strategic direction of the school.
- Lead on the planning and implementation of specific whole school activities.
- Monitor, review and evaluate the work of teams and individuals in the context of school policies and plans.
- Implement and support behaviour management systems in line with school policies.
- Support Governors in their policy development and monitoring roles by attending and presenting at sub-committees and Governor meetings as necessary.
- Ensure that policies and practices relevant to your areas of leadership are consistent with current statutory guidelines.

Leading/Managing People

- Set performance management review and development objectives for an agreed group of staff and to monitor performance against those objectives in line with school policy.
- Advise the SLT of the performance of staff, ensuring that good practice is recognised and praised and that any potential areas for development can be managed.
- Support and challenge colleagues to be as effective as they can in their roles and develop their capacity over time.
- Advise the Headteacher, SLT and Governors on staffing appointments where required.
- Establish, lead and chair, as necessary, meetings of groups of staff.
- Take a full and committed part in your own performance management, as well as those of your team members.
- Assist with the effective induction of new staff, as required.
- Be seen as a role model in terms of industry, innovation, commitment and have a positive impact upon children's lives and education.
- Have a visible presence around the school during the day.

Managing Resources

- Be responsible for the budget relating to designated areas of leadership and/or management

External Relations

- Represent the school and its interests in meetings and other relationships with parents, members of the community, the DfE and a wide range of organisations and agencies.
- Handle difficult situations and issues with sensitivity and calm ensuring you are always aware of the safeguarding of our students, data protection and the need for strict confidentiality at all times.
- Participate and play a lead role in planning for designated major school events, to liaise with appropriate authorities and advise on such decisions as may be necessary to ensure that the school can continue to function in a safe and effective fashion, taking account of agreed policies and working practices.

Line Management

- The line manager will be identified on appointment and will carry out the post holder's performance appraisal. Line management might change as a result of staff changes/post changes.
- Formal line management meetings will take place at the request of either the line manager or the post holder.
- The Assistant Head will also report to the relevant Subject Leader for their teaching responsibilities.

Supervision

- The majority of this work will be undertaken with minimum supervision. Matters of policy are discussed as the need arises with the line manager by whom work is also monitored.

Other

- Other duties which may be reasonably required or delegated by the Headteacher, from time to time.
- This is a job description only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment, after consultation with the post holder.
- St Mary Magdalene Academy, its Trustees and Local Governing Body, are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation.
- 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.

Safeguarding Children

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to and ensure compliance with the Safeguarding Policy at all times.

PERSON SPECIFICATION

Category	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Graduate (with a good degree). • Qualified Teacher Status • Evidence of appropriate professional development 	<ul style="list-style-type: none"> • Evidence of Continuing Professional Development relevant to role • Leadership Qualification
Experience	<ul style="list-style-type: none"> • A proven track record in raising achievement within his/her own teaching • Experience of leading and motivating a successful team at Middle or Senior level. 	<ul style="list-style-type: none"> • Experience of successfully leading in more than one area at Middle Leader level. • Experience of working with more than one school. • Experience of working in an urban complex school.
Skills, knowledge and aptitude	<ul style="list-style-type: none"> • Highly skilled classroom practitioner. • Excellent oral and written communication skills • Emotional Intelligence • Strong interpersonal skills • Capacity for hard work and highly effective time management • The ability to think analytically and strategically • Persuasiveness • The ability to prioritise changing demands whilst managing own workload. • Creative problem solver • The ability to lead, challenge and support others • Good ICT, administrative and organisational skills. • The ability to work flexibly as part of a team and to work co-operatively and collaboratively. • Evidence of a good record of attendance and punctuality, and an ability to cope under pressure. • Ability to manage work-life balance and own well-being. 	<ul style="list-style-type: none"> • Knowledge and experience of school improvement planning • Knowledge and experience of monitoring, evaluation and review processes • Ambition to progress to Deputy Headship and Headship

Personal Attributes	<ul style="list-style-type: none"> • Ability to establish inclusive, respectful, supportive and constructive relationships with young people, parents, colleagues and other stakeholders. • Sensitivity and empathy towards others • Self-motivation and initiative • Commitment to the protection and safeguarding of children and young people. • Awareness of and commitment to equal opportunities and valuing diversity. • Sense of humour 	<ul style="list-style-type: none"> • Energy, ambition and enthusiasm with a willingness to develop new skills. • Flexibility and desire to adapt to different role and tasks
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THE BENEFITS OF WORKING AT ST MARY MAGDALENE ACADEMY



Extra Holiday

We have a 2 week
October Half Term
for Teaching Staff

Contact Time

Lower than the national contact
time for teaching staff



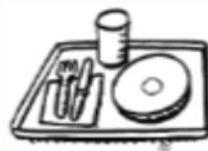
Cycle to Work Scheme



Cyclescheme is an employee
benefit that saves you 25-39%
on a bike and accessories.

Season Ticket Loan

Allows employees to make financial
savings whilst encouraging the use of
public transport wherever practicable.



Free Lunch

A daily free lunch is available
for staff

Wellbeing

We offer a free service providing access to
help dealing with personal problems that
may impact work performance. Visit
healthassuredeap.co.uk for more
information





Thank you for your interest in this position. If you have any questions or queries please contact Kim Turner-Wood at recruitment@smmacademy.org