



**North East
Learning Trust**

**Assistant Headteacher
Ashington Academy**
Applicant information pack

Assistant Headteacher Teaching and Learning

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 Friday 3 May 2024

Interviews taking place on Thursday 9 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: Teaching and Learning
Salary Band: L11 – L15

Job Purpose:

To work with the Head of School to provide professional leadership for the quality of Teaching and Learning, securing the highest quality education for all students, and excellent standards of learning and achievement.

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 Teacher's 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 the positive ethos and culture of the Academy.
- 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:

Teaching and Learning

- Promote excellence and innovation in teaching and learning across the Academy.
- Ensure the highest quality of teaching and learning for all groups of students across the Academy.



- Develop a teaching and learning group across curriculum areas, focusing on key areas of educational research.
- Develop a team of coaches to provide bespoke support and challenge for identified members of staff.
- Work with senior leaders to develop a curriculum which promotes resilience and life-long love for learning.
- Lead on developing the expertise of curriculum leaders and provide opportunities for development through CPD.
- Ensure robust systems for monitoring and quality assurance of teaching and learning are in place. Provide training where necessary to SLT and HoDs.
- Monitor and evaluate performance of the Academy and report to the Head of School/Executive Head and Local Academy Council as required.
- Monitor the impact of support/capability plans and provide regular updated information to the Head of School/Executive Head.
- Liaise with the Head of School and the Director of Human Resources to support staff when necessary with HR issues.
- Lead and develop the Academy's programme of CPD for all staff, underpinning it with rigorous research evidence, including working collaboratively within the North East Learning Trust.
- Further develop the research capacity of the Academy by drawing on expertise from the Research School.
- To lead on improving the provision for remote learning. (Teams, Office, Student POD).
- Further develop the Ashington Academy Teaching and Learning Portal and embed across all curriculum areas.

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 – Teaching and Learning

	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 • 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 	<ul style="list-style-type: none"> • Experience of developing a range of staff • Active involvement in developing teaching and learning in current educational setting • Recent experience of leading whole school CPD • Up-to-date knowledge of the latest educational research • Experience of the implementation of QA systems to drive improvements
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 	<ul style="list-style-type: none"> • Experience in the use of new technologies to improve teaching and learning
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.

