



**North East
Learning Trust**

**Assistant Headteacher
Ashington Academy**
Applicant information pack

Assistant Headteacher Personal Development and Well-being

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: Personal Development and Well-being
Salary Band: L11 – L15

Job Purpose:

To work with the Head of School to provide professional leadership for the quality of Personal Development and Careers.

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 Teachers' 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:

Personal Development and Well-being

- The leadership, day-to-day management and promotion of Personal Development and Well-being within the Academy.
- Strategic oversight and implementation of the Academy's PSHE programme.
- Implement all elements of Personal Development and Well-being directly through the work of the PSHE and the wider school team.



- Ensure Academy policies relating to areas of Personal Development are followed by all staff and that all staff are held accountable for their implementation and success.
- Support the KS4 Director of Learning to ensure appropriate work experience opportunities are in place.
- Maintain an overview of funding held in budget cost centres related to areas of PDWB.
- Ensure the mapping of SRE and SMSC across the curriculum to enable the Academy to be fully compliant.
- Have a strategic overview of the Academy's assembly programme enhancing students' moral, social and cultural learning.
- Support in the development and implementation of the house system.
- Develop the opportunity for students to engage with the local community, i.e. charity work.
- Network, where appropriate, with other agencies and disseminate information to colleagues where relevant.
- Undertake self-evaluation to contribute to Academy systems of monitoring, evaluation and review.
- Provide any information for external reviews in relation to PDWB.
- Contribute to the Academy School Development Plan by identifying clear targets, timescales and success criteria for the development of Personal Development and Well-being.
- Monitor progress and gather evidence to evaluate the effect of provision on student outcomes and experiences

CEIAG

- Evaluate the current provision for careers and identify areas of strength and for development. Evaluate the provision against all 8 Gatsby benchmarks.
- Based on analysis of Gatsby benchmarks, develop areas of the provision that are weaker.
- Liaise closely with Progress Careers, to close the gap regarding the provision of independent CEIAG whole school.
- Develop a deeper understanding of the LMI situation in south-east Northumberland by working closely with Progress Careers and ensure that these are signposted to students in the Academy.
- Review the 7-year plan for careers entitlement to ensure that the provision is carefully sequenced and relevant to each year group, depending on their age.
- Assure that the planned programme for CEIAG is implemented effectively by creating high quality Teacher Knowledge Organisers and Student Knowledge Organisers which support the PSHE Scheme of Work when careers education appears.
- Assure that the planned programme for CEIAG is implemented effectively by providing high quality CPD when relevant.
- Work with HODs to map careers across the curriculum within all yearly curriculum overview documents. Make specific reference to future careers where relevant and to the 'softer skills' required in the world of work.
- Develop a strategic approach to developing pupils' knowledge of different careers and other education and training opportunities so that all aspirations are raised.
- Create an overview/summary document which details the Academy's work on CEIAG, including the vision and purpose, our core careers offer and student entitlement, the Academy's strategic objectives, progress against Gatsby Benchmarks, summary of delivery and content, strategies for monitoring, review and evaluation, student entitlement, opportunities for access, current position statement, destination data, programme overview and all elements of provision cross-referenced against Gatsby benchmarks.

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 – Personal Development and Well-being

	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 leading a PSHE programme • Experience of working within a house system • Leadership of careers provision within current educational setting • Understanding of the Gatsby benchmarks and how they are achieved
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 	
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.