



# **Biddick**

## Academy

### **Application Pack**

### **Assistant Headteacher**

*Closing Date: 12<sup>th</sup> April 2021, 11:00am*

Dear Applicant

Thank you for your interest in the post of Assistant Headteacher at Biddick Academy.

Our aim is to inspire children to learn, unlock their potential and achieve success. We are passionate and determined that every student feels a sense of achievement, enjoys their learning, is happy and cared for, and develops as a well-rounded individual.

At Biddick Academy, we are preparing students not just to excel in examinations but also to have the skills and attributes to be successful in life. Our curriculum is designed with the intention of developing curious, resilient, aspirational young people, who leave us, truly ready for their next steps. We recognise the importance of the informal and formal curriculum and actively encourage a wealth of extra-curricular activities.

I am proud to lead a team of exceptional staff who develop positive relationships with students and are committed to providing opportunities so that students fulfil their potential. You will be joining a team that works together, supporting and motivating each other to ensure our students thrive and flourish.

Biddick Academy is at the heart of the local community and for this reason; the Academy is a warm, energetic and supportive environment. We provide a comprehensive induction programme for new colleagues and offer a range of high quality professional development opportunities.

I would like to wish you the best of luck with your application and should you require any further information please do not hesitate to contact the Academy.

A handwritten signature in black ink, appearing to read 'K. Morris', with a stylized flourish at the end.

Miss K. Morris  
Headteacher

## Academy Information

As an oversubscribed school, Biddick Academy has an excellent reputation in the local community. With 1111 students on roll and a specialist ASD provision comprising of 35 places, Biddick Academy is a dynamic place to work. We have 6 feeder primary schools and our catchment area is comprehensive, encompassing a wider variety of backgrounds.

The Academy has benefited from significant investment over a number of years and has excellent facilities, including a purpose built Engineering workshop and Hair and Beauty salon. After school hours, the Academy is busy with many community groups using the 3G pitches and leisure facilities.

As an organisation, we want everyone, students and staff alike, to:

- Be part of a safe and respectful community
- Feel happy, valued and empowered so that we all thrive
- Aspire to be the best we can be
- Act with integrity
- Nurture resilience and independence
- Have the attitude and character to excel in life
- Have a desire to learn and work with passion, purpose and pride

## Curriculum

### Key Stage Three

In Years 7 to 9 students study a broad range of subjects that, at the end of Key Stage Three, enable them to make informed choices for their GCSEs. For example, at present students study the following subjects: English, Mathematics, Science, Geography, History, Religious Education, Physical Education, Music, Art, Design Technology, ICT, IAG (Information, Advice and Guidance), Accelerated Reader, Spanish/French.

### Key Stage Four

At the end of Year 9, students make choices regarding the courses they would like to study in Years 10 and 11. All students study GCSEs in the following subjects: English Language, English Literature, Mathematics, Science, History and /or Geography. In addition, all students must also continue to study Physical Education, Ethics, and IAG (Information, Advice, Guidance) as part of the non-examined curriculum.

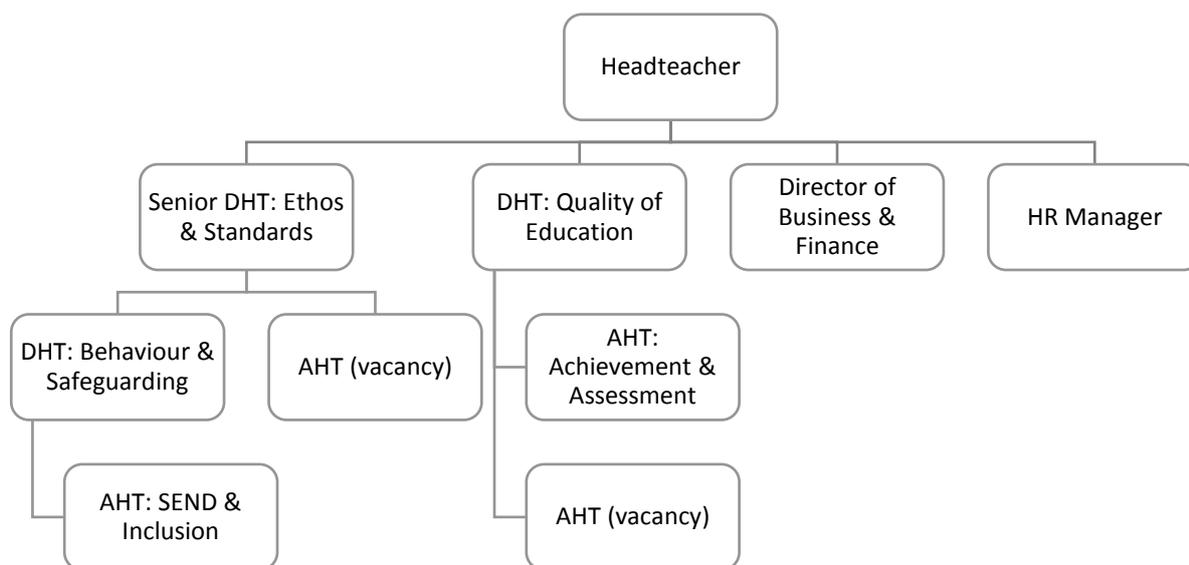
Students may then choose from a wide variety of further subjects to make up their option choices. At present GCSEs and vocational courses are available in: French, Spanish, Philosophy and Ethics, Engineering, Computer Science, Creative iMedia, Business and Enterprise, Food and Nutrition, Fine Art, Art and Design, Textiles, Digital Art, Hair and Beauty, Physical Education, Dance, Drama and Music.

## Senior Leadership Team

The Senior Leadership Team (SLT) is a relatively newly formed team, having come together over the last 24 months. Within the team there is extensive experience in school improvement, curriculum development, pastoral care and establishing systems and rigour in all aspects of school life.

We are outward facing and have strong high quality professional networks, which support the development of exceptional education within our Academy. We consider our position as senior leaders a privilege and recognise the influential position we occupy, all of our decisions are guided by what is best for students. Whilst leading on distinct areas, as a team we take responsibility for all aspects of school life by supporting others, leading by example and ensuring high standards are maintained.

In addition to direct line management responsibilities for mid-leaders and support staff, all members of SLT are linked to a number of faculties/pastoral teams.





## Job Description

<b>Post Title:</b>	Assistant Headteacher
<b>Job Purpose:</b>	<i>Specific responsibilities to be determined in line with the strengths of the successful candidate</i>
<b>Reporting to:</b>	Senior Deputy Headteacher/ Deputy Headteacher
<b>Salary / Grade:</b>	L13-17
<b>MAIN (CORE) DUTIES</b>	<p>The core purpose of this role is to work with the Senior Deputy Headteacher and Deputy Headteacher and SLT to provide professional leadership and management of the school.</p> <p><b>Responsibilities</b> <i>Specific responsibilities to be determined in line with the strengths of the successful candidate</i></p> <p><b>Generic Leadership Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• work within the National Conditions for School Teachers and the specific duties for Assistant Heads and Deputy Heads;</li> <li>• provide strategic leadership, vision and direction to the school, ensure effective performance and deliver high standards of education, attainment and teaching;</li> <li>• maintain a secure, caring, welcoming, inclusive and stimulating environment;</li> <li>• implement the common purpose of the school and continue to build a culture of excellence in all areas of school life;</li> <li>• act as an advisor to the Governing Body in areas of the post-holder's responsibility to ensure that it supports effectively the affairs of the school to meet its objectives, make best use of its resources and meet its statutory and policy requirements. Prepare and present, when required, reports to the Governing Body on any areas covered by the job specification;</li> <li>• promote the interests of the school by maintaining good relationships and raising its profile with key stakeholders including parents, staff, the wider community, LA and other key stakeholders;</li> <li>• undertake the professional duties of the Headteacher in the event of absence from school as required;</li> <li>• be responsible for the smooth operation of the school on a day-to-day basis including supervision duties;</li> <li>• line manage mid-leaders in line with established quality assurance procedures;</li> <li>• lead teams in the management of the school and in implementing the school development plan, taking responsibility for aspects of that plan;</li> <li>• contribute to the School Development Plan and whole school SEF;</li> <li>• help prepare the school for Ofsted inspections and support the Headteacher in guiding the school through that process;</li> <li>• contribute to the recruitment, deployment and professional development of staff;</li> <li>• participate in threshold assessment and performance management procedures;</li> <li>• attend Leadership Team meetings and other meetings on behalf of the Headteacher;</li> </ul>

	<ul style="list-style-type: none"> <li>• support whole school functions through attendance at concerts, productions, Open Evenings, prize giving; Parents' Evenings etc;</li> <li>• lead assemblies;</li> <li>• undertake whatever other duties might reasonably be requested by the Headteacher;</li> <li>• they will, in support of the Headteacher, take leadership in the following areas, identified in the National Standards for Headteacher: <ul style="list-style-type: none"> <li>• strategic direction and development of the school;</li> <li>• teaching and learning;</li> <li>• leading and managing staff;</li> <li>• efficient and effective deployment of staff and resources</li> <li>• accountability.</li> </ul> </li> </ul> <p>All members of the Senior Leadership Team will:</p> <ul style="list-style-type: none"> <li>• carry out the professional duties of a teacher;</li> <li>• inspire, challenge, motivate and empower others;</li> <li>• model the values and vision of the school;</li> <li>• challenge underperformance;</li> <li>• collaborate and network within and beyond school;</li> <li>• give and receive effective feedback and act to improve personal performance;</li> <li>• think creatively to anticipate and solve problems;</li> <li>• use a range of evidence to support, monitor, evaluate and improve performance;</li> <li>• promote quality assurance throughout the school;</li> <li>• work with Link areas to promote high standards, high expectations and consistency of practice;</li> <li>• play a full part in the life of the school community, to support its mission and values and to encourage staff and students to follow this example.</li> </ul>
<b>Enhancing own knowledge, skills and understanding</b>	<ul style="list-style-type: none"> <li>• To take responsibility for own continuing personal and professional development.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.</li> </ul>
<p>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.</p>	
<p>The post-holder has a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.</p>	



**ASSISTANT HEADTEACHER  
PERSON SPECIFICATION**

<b>Education and Qualifications</b>	Essential	Desirable	Method
Qualified Teacher Status.	✓		A
Good honours degree or equivalent.	✓		A
Evidence of sustained and recent professional development.	✓		A

<b>Experience</b>	Essential	Desirable	Method
A proven record as a successful leader with significant experience of improving the quality of education.	✓		A/SP
Experience of effectively leading and managing change to improve outcomes for students.	✓		A/SP
Experience of robust self-evaluation and development planning.	✓		A/SP
Successful experience of monitoring, evaluating and reviewing policy, practice and performance of staff and students.	✓		A/SP
Proven record of effectively holding others to account leading to an improvement in the quality of education.	✓		A/SP
Outstanding classroom practitioner with a proven track record of securing excellent outcomes for students.	✓		A/SP
Successful delivery of whole school CPD.	✓		A/SP
Experience of actively engaging students, staff and governors and the local community in the life of school.	✓		A/SP
Evidence of exercising good judgement under complex conditions.	✓		A/SP

<b>Knowledge, Skills and Aptitudes</b>	Essential	Desirable	Method
Excellent knowledge of what constitutes outstanding teaching, learning and assessment processes and how to use these to support planning and raise student achievement.	✓		A/SP
Ability to communicate effectively, orally and written, with a range of audiences.	✓		A/SP
A thorough understanding of current educational issues, 11-16.	✓		A/SP

Ability to develop positive relationships and inspire and motivate others.	✓		A/SP
Excellent understanding of the use of data to inform school planning and set targets.	✓		A/SP
Ability to lead by example and take responsibility.	✓		A/SP
High levels of drive, commitment, enthusiasm and perseverance.	✓		A/SP
Experience of adapting to changing needs and circumstances whilst maintaining high expectations of academic attainment, achievement and behaviour.	✓		A/SP

### Personal Attributes

	Essential	Desirable	Method
Passion, commitment, innovation, perseverance and flexibility in supporting achievement.	✓		SP
High expectations and a commitment to expansive education and creating an environment for individual contribution and achievement.	✓		SP
Team player.	✓		A/SP
Ability to effectively manage behaviour in the classroom / work as part of a team / undertake a full range of professional duties.	✓		A/SP
Commitment to the safeguarding and promoting the welfare of children.	✓		SP

A – Application Form

SP – Selection Process