



**Assistant Headteacher Application Pack**

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**Letter from Catherine Paine, Chief Executive Officer**

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Catherine Paine**

**CEO**

# Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

# The role

# Assistant Headteacher – (Wider curriculum & Phonics)

Required for April 2023, or sooner

Location – Civitas Academy, Reading RG1 7HL – part of REAch2 Academy Trust

Salary – L4 – L8

Closing Date: **Applications considered upon receipt**

**This isn’t just any job. This is the opportunity to be part of something amazing and to improve the life chances of children.**

Civitas Primary Academy opened in 2015 and is part of the REAch2 Academy Trust and together with our other schools in the area we are looking to change the face of education.

Civitas Primary Academy caters for children from the ages of 4 to 11, and is an inclusive school, open and accessible, working in partnership with parents and carers and our community to ensure that all of our pupils are able to achieve their best. We value the roles of each individual within our school community - staff, pupils, parents, carers, governors and visitors - in achieving the best for all of our children.

**We continue our journey of transformation in developing a learning community where pupils are engaged in developing the skills needed for life in the 21st Century.**

**We can offer:**

* The opportunity to make a difference to children’s lives
* The opportunity to work as part of a collaborative, experienced, supportive team.
* The chance for your skills to flourish and develop with practical support and encouragement.
* High quality training and development through one of the country’s leading Multi-Academy Trusts.
* Enthusiastic, responsive children who are ready to learn.
* A caring, hard-working and committed staff team.
* The opportunity to work with children from diverse ethnicities and cultures.
* An inclusive ethos where every child is valued and supported to achieve their potential.

**We are looking for a passionate and energetic team member who will:**

* Use their experience of providing class cover across the primary age range to deliver stimulating lessons to children with a range of educational needs
* Deliver high quality interventions
* work on their own and collaboratively within a team

If you have a genuine commitment to improving the life chances of children then we would like to hear from YOU!

For an informal discussion, please contact **Salima Ducker – Executive Headteacher** on **0118 467 6720**

**The deadline for applications is open as we will consider applications upon receipt and will close the advert once the right Candidate is found**

**Interview – To be confirmed with Candidate if shortlisted**

Completed Application forms should be returned to Emma Lelliott, the School Business Manager at: [**finance@civitasacademy.co.uk**](mailto:finance@civitasacademy.co.uk)

The school is committed to safeguarding the welfare of children and expects all staff to share this commitment. This post is subject to an Enhanced DBS with Child’s Barred List check and satisfactory references.

# The application

You are invited to submit an application form to Emma Lelliott, the School Business Manager at: [**finance@civitasacademy.co.uk**](mailto:finance@civitasacademy.co.uk)

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an Enhanced DBS with Child’s Barred List check.

To arrange an informal discussion please contact Salima Ducker **– Executive Headteacher** on **0118 467 6720**

## The application process and timetable

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| --- | --- |
| **Application deadline:** | Applications will be reviewed on receipt |
| **School visits:** | Welcome and encouraged |
| **Interviews:** | TBC |
| **Start date:** | April 2023 or earlier if possible |

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

**Job Title:** Assistant Headteacher (Phonics and Wider Curriculum)

**Salary:** L4-L8

**Responsible to:**  Executive Headteacher/Deputy Headteacher

**Job purpose:** To assist the Headship Team in organising and managing the school. To undertake any professional duty delegated by the Headteacher. The Assistant Headteacher will be expected to work independently as well as in close partnership with the Headship Team and Governors.

**Key Responsibilities:**

**Phonics**

* Successfully ensure the implementation of the Little Wandle Letters and Sounds Phonics programme
* Model great practice and fidelity to the programme considering the context of our school
* Build a culture of reading as a priority across the school, with a strong commitment to ensuring every child learns to read, by developing their interest in reading, as well as their reading skills
* The leadership of Little Wandle must be strong and fully supported by the whole leadership team with capacity to coach and empower all teaching and support staff
* Aim for Phonics Screening Checks (PSC) to be above national averages.

**Wider Curriculum**

* + Develop and support individual Curriculum leads to lead their subjects across the whole school
  + Ensure all staff are clear on and can articulate the ‘why’, ‘what’ and ‘how’ on our agreed curriculum
  + Take the Lead role on any subject that is not represented by an individual curriculum lead.
  + Monitor individual evaluations and action plans regularly, providing feedback where appropriate
  + Ensure that all agreed plans for the wider curriculum are complete for each Year group’s learning theme in line with the school’s agreed curriculum
  + Take part in monitoring activities (e.g. Deep dives, book scrutiny, lesson observations, learning walks, pupil, and staff voice), both individually and with members of SLT
  + Work with members of SLT to devise and implement a system of assessment in the wider curriculum
* Ensure that there is a programme of enrichment/trips and visits for topics taking place
* Ensure that there is a programme of enrichment/trips and visits for topics taking place
* Complete EVC training to assess risk on trips
* Lead the 11b411 initiatives and other wider Trust initiatives in school
* Liaise with SLT on progress against priorities and make relevant recommendations for the wider curriculum in the SEF and SDP
* Plan strategic CPD and lead staff training where required
* Report to Governors and be involved when required for LGB meetings

## Learning & Teaching

* To set high professional development standards as a class teacher providing a role model for all staff in both classroom organisation and management and in implementing all school policies.
* To be responsible for monitoring and evaluating the quality of teaching and pupil achievement ensuring high standards are attained by staff and that all children fulfil their potential.
* To plan and deliver CPD on matters of learning and teaching as required.
* To jointly lead the whole staff team in developing further a strong learning culture that has high expectations of work and behaviour at its centre.
* Curriculum Leader for an area of the curriculum - negotiable.

## Promote quality learning and teaching

* Support teachers, including trainees, to develop outstanding practice in teaching & learning.
* Report successes/areas of concern to Executive Headteacher and SLT when required.
* Set targets for continuous improvement and provide support e.g. through Appraisal.
* Carry out learning environment audits.

## Leadership & Management

* To deputise for Headship Team in their absence.
* Work effectively in the Senior Leadership Team, recognizing the importance of building good relationships and making a major contribution to work and ethos of our cluster of schools
* To support staff in setting and achieving challenging targets for all pupils in attitudes to learning.
* To keep the work of the school under review through the School Development Plan.
* To make a significant contribution to school self-evaluation, including the SEF.
* To be flexible and adaptable, willing to train and prepared to lead a diverse range of responsibilities as the needs of the school evolve and change.
* To lead a phase in the school if required.
* To be part of the safeguarding team as a DDSL.

## The School as a Community

* To successfully contribute to the development of the school as a real community that serves the needs of pupils, parents, staff, governors and the wider public.
* To support and develop equal opportunities for all members of the school community.

***When completing the supporting statement applicants should address each of the selection criteria with clear evidence of success.***

**Additional Requirements:**

1. REAch2 has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work and to undertake any appropriate training.

2. The post holder is expected to undertake any appropriate training, including recognised professional qualifications, considered necessary to fulfil the role.

3. The post holder is expected to demonstrate a flexible approach in the delivery of work.

Consequently, the post holder may be required to perform work not specifically identified in the job description.

The duties outlined in the Job Description may be varied to meet the changing demands of the school at the reasonable direction of the Head of School/Executive Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.

Civitas Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An Enhanced DBS with Child Barred List check will be sought as part of the Academy’s pre-employment checks.

**Person Specification**

All post-holders are expected to demonstrate a commitment to Equal Opportunities and a proven ability to work effectively in culturally and linguistically diverse classrooms. This person specification is related to the requirements of the post as determined by the job description.

|  |  |
| --- | --- |
| **Description** | **Shortlisting** |
| **Training & Qualifications** |  |
| Qualified Teacher Status | Essential |
| Evidence of further professional development e.g. NPQSL | Essential |
| **Successful Experience** |  |
| Recent highly effective experience of teaching in mainstream classrooms, including planning and assessment, delivery, working with additional adults and taking responsibility for their performance in the classroom. | Essential |
| Experience of raising standards for all pupils, including underachieving pupils. | Essential |
| Experience of whole-school curriculum management leading to school improvement. | Essential |
| Highly successful experience of leading and managing whole school developments in a number of areas regarding teaching and learning and raising standards of attainment and achievement. | Essential |
| A strong commitment to inclusion with high expectations for all learners. | Essential |
| Experience in more than one phase. | Desirable |
| **Knowledge and Understanding** | |
| Factors that influence the achievement of all pupils and how to raise levels of attainment for all pupils. | Essential |
| The characteristics of highly effective teaching and learning. | Essential |
| The importance of the cross-curricular potential of areas of learning. | Essential |
| The role of assessment in raising attainment and in monitoring progress. | Essential |
| The role of monitoring the quality of teaching to raise standards. | Essential |
| The importance of developing partnerships with parents and community. | Essential |
| **Characteristics and Competencies** | |
| Able to work as part of a highly effective leadership team to deliver the school aims and ethos. | Essential |
| A passionate desire to become involved in the school and wider community in ways that ensure all aspects of children’s education, development and welfare are addressed | Essential |
| Works to develop the long term capabilities of others. | Essential |
| Enthusiasm and energy for setting and meeting challenging targets, for pupils and the school | Essential |
| Able to maintain a sense of humour, optimism and motivation in the face of pressure and setbacks | Essential |
| The ability to set high and clear expectations, to hold others accountable for performance and the contributions they make to the school community | Essential |

***When completing the supporting statement applicants should address each of the selection criteria with clear evidence of success.***

**Civitas Academy recognises that all individuals have fundamental human rights and therefore adopts a rights based approach to equality. We shall develop practices that promote the right for everyone to participate in all aspects of life within school by promoting initiatives that remove barriers to participation and by actively promoting equality and social inclusion.**

**We recognise that prejudice and inequality of opportunity exist within life and we commit ourselves to challenging and redressing these injustices by applying equal opportunity within school.**