

Application Pack

**Assistant Headteacher
(Pastoral)**

Application closing date:
12 noon Monday
16th May 2022

Interview dates:
w/c 23rd May 2022

Start date:
September 2022



Welcome to our school

Dear Applicant,

Thank you for expressing an interest in a vacancy at Derby Cathedral School. On behalf of the whole school community, I extend you a very warm welcome.

I am really proud to be the Headteacher of a relatively new school for the city of Derby.

Derby Cathedral School is the first ever Church of England Secondary School in the Derbyshire Diocese. The 11-19 secondary school was established jointly by the Derby Diocesan Academy Trust (DDAT) and Derby Cathedral. The principle aim of the school was to help meet the need for additional high-quality secondary places in the Derby area. The school has had a successful start and is currently over-subscribed for every year group. We will welcome an additional year group every year until reaching capacity in September 2024 which will also include the opening of a sixth form provision in September 2023.

Our aim is to be an outstanding school for our community with high aspirations for all of our students both academically and socially no matter what their starting point. As a school based on Christian values, we celebrate the diversity in our city and welcome students of all faiths and none. Our FAITH (fellowship, aspiration, integrity, tenacity and humility) values are a thread that runs through all aspects of school life.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

Jenny Brown
Headteacher

School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- **Fellowship** Collaborating with others, we treat everyone with respect, dignity and kindness.
- **Aspiration** We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- **Integrity** We demonstrate fairness, equality and honesty.
- **Tenacity** We are determined and resilient when faced with challenges.
- **Humility** We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness'

(John 10:10)

Job Description

Job Details

Job title: Assistant Headteacher – Inclusion:
Behaviour, Attitudes, SEND and Safeguarding

Reports to: Deputy Headteacher: Inclusion

Hours of work: Full time

Salary: L15 - 19

Job purpose: To work with the Headteacher and Middle Leaders in all aspects of leadership and management. To work with the Deputy Headteacher: Inclusion and take specific responsibility for leadership of an aspect of inclusion:

- Behaviour & attitudes
- Safeguarding and student wellbeing
- SEND

Job Description

Main duties/responsibilities

General Leadership

- Support the Headteacher in providing a clear direction for the development of the School.
- Contribute to establishing the core values of the Leadership Team and their practical expression.
- Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's development plan.
- Support the Headteacher and staff in the review, implementation, development and monitoring of whole school policies which promote the school's values, aims and objectives.
- Attend SLT meetings as required, and report back to staff when necessary.
- Establish good relationships, encourage good working practices and support and lead teachers.
- Plan, organise and chair meetings as appropriate.
- Lead, support, motivate and direct support staff working within the teams as outlined above.
- Liaise with support staff and outside agencies.
- Ensure that mechanisms are in place to promote standards and quality assurance.
- Support the aims and ethos of the school.
- Liaise with Governors, when appropriate, to facilitate their overview of school management.
- Attend and participate in open/parent evenings.
- Uphold the school's behaviour code and uniform regulations.
- Participate in and lead relevant staff training.
- Participate in Continuing Professional Development.
- Attend team and staff meetings.

Inclusion

Support the Deputy Headteacher: Inclusion in delivering the following. You will take specific responsibility for an aspect of the following:

Behaviour & Attitudes

- Communicate a clear strategic vision for all regarding behaviour and inclusion with parents, staff and students.
- Lead and manage the school's pastoral care support team, including Heads of Year (HoY) and other relevant pastoral staff.
- Co-ordinate the behaviour and attendance data so that it is sharply focussed and lead the school improvement agenda for all key stages.
- Support the Head of Year 7 and other relevant staff with the transition of pupils into Year 7.

Main duties/responsibilities – continued

Inclusion – *continued*

- Work with the relevant pastoral and administrative staff to coordinate in-year student admissions.
- Work with the Assistant Headteacher to ensure high levels of student attendance and reduce persistent absentees.
- Ensure effective liaison with external agencies or internally appointed support workers to ensure optimum value for money and positive impact on our students.
- Ensure exclusions and statutory requirements for behaviour, integration and fair access are abided to.
- Work with staff to ensure the school's behaviour policy is implemented consistently and tracked and monitored effectively.
- Coordinate the daily programme of collective worship, ensuring it supports the Christian distinctiveness of the school, the personal development of students and the wider curriculum.
- Develop wider links to ensure students have a range of quality provisions to best support any behaviour needs.
- Work with the wider senior leadership team to ensure high levels of student attitude to learning.

Safeguarding

- Line lead the Deputy Designated Safeguarding Leads (DDSLs).
- Oversee the school's safeguarding team and ensure all policies and procedures are fully up-to-date.
- Coordinate child protection procedures, ensuring effective record keeping and communication systems are in place.
- Liaise with external support agencies as relevant regarding the welfare of pupils.
- Oversee and liaise with the SENCO, HoY and other relevant staff on all aspects of pupil support e.g. PSPs, CiN, TAF and CP plans.
- Keep abreast of relevant local, national and global developments and how these impact on the school.
- Oversee the annual safeguarding audit and ensure any action points are implemented and monitored.
- Complete all relevant core and additional safeguarding training including training for DSL.

Inclusion

- Promote and develop inclusion strategies across the whole school.
- Fulfil the role of Designated Teacher for Children Looked After.
- Oversee SEND and ensure students and staff are being supported where necessary including regularly reviewing the support funding and provision the department offers.
- Oversee the Navigation provision (in-school short term turnaround support base).
- Liaise with the SENCO and other relevant staff on the function of Navigation
- Develop networks and external links to support the provision for students.
- Oversee all external alternative provision including the quality assurance of providers.

Main duties/responsibilities – continued

Teacher & Learning	<ul style="list-style-type: none">● Lead by example as a teacher and as a manager, achieving high standards of student attainment, behaviour and motivation through effective teaching.● Monitor and evaluate student achievement and attainment of your groups.● Follow and demonstrate high standards of all policies and procedures related to classroom delivery and practice.● Contribute to medium and long term curriculum planning for your associated subject department.● Assume a significantly reduced teaching commitment
Recording and Assessment	<ul style="list-style-type: none">● Update the Headteacher, other Senior Leaders and Governing Body on the effectiveness of provision for students throughout the school.● Have input into the target setting process for raising standards and achievement for students and feedback to the Headteacher.● Monitor progress and ensure appropriate action plans are in place where issues are identified.● Ensure planning is effectively carried out and ensure individual needs are being met
People and Relationships	<ul style="list-style-type: none">● Sustain effective, positive relationships with all staff, students, parents and governors and the local community.● Support Pastoral Leaders within the context of school policies in relation to working practices and relationships to be fostered with students, including those relating to values, behaviour, conduct and attitude.● Encourage moral and spiritual growth and civic and social responsibility amongst students.● Manage innovation and change.● Work collaboratively with all colleagues.● Manage and develop effective working relationships with Headteacher and senior leaders in the school.
Training and Development of Self and Others	<ul style="list-style-type: none">● Lead the professional development of all staff through example, coaching peer support and target setting.● Contribute to the audit of staff development and training needs and the provision of effective INSET.● Ensure support and training during the induction of new staff and for trainee teachers.● Support the establishment of priorities for expenditure across the whole school and within departments.● Maintain effective and efficient management and organisation of the accommodation and resources of the school.● Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and conduct and for pupils' spiritual, moral, social and cultural development.

Job Description

Person specification

CRITERIA	ESSENTIAL (E) DESIRABLE (D)	
	E	D
QUALIFICATIONS AND TRAINING <ul style="list-style-type: none"> ● Qualified teacher status, degree level qualification, or equivalent ● Current first aid certificate ● NPQSL or NPQML 	✓ 	 ✓ ✓
EXPERIENCE <ul style="list-style-type: none"> ● Further relevant professional/academic study and evidence of CPD and knowledge of current issues in education ● Experience developing policies and practices ● Experience of management within a period of significant change (e.g. academy conversion, new build etc.) 	✓ 	 ✓ ✓
KNOWLEDGE AND SKILLS <ul style="list-style-type: none"> ● Hold and articulate clear vision, values and moral purpose, demonstrating optimistic personal behavior, and positive relationships and attitudes. ● Demonstrate a strategic leadership style that is characterised by integrity, creativity, resilience and clarity. ● Understand how to empower all students and staff to excel. ● Implement, manage and evaluate change in a collaborative way. ● Show evidence of raising standards that has impacted positively on pupil attainment and teaching and learning. ● Significant experience in evaluating and using data to plan and improve pupil performance. ● A clear understanding of what makes good and outstanding teaching through a deep understanding of how pupils learn, and the ability to develop a culture where striving for outstanding teaching and learning is central to the school's work. ● A commitment to valuing, supporting and encouraging the professional development of staff members. ● An understanding of how to create or implement accountability systems with the support of the leadership team and combine data from a range of sources in order to maximise the achievement of pupils. ● A clear understanding of and commitment to promoting and safeguarding the welfare of pupils. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

Person specification – continued

CRITERIA	ESSENTIAL (E) DESIRABLE (D)	
	E	D
KNOWLEDGE AND SKILLS – continued		
<ul style="list-style-type: none"> ● Building and nurturing a strong, positive and collaborative team culture that enables all staff to carry out their respective roles to the highest standard and for all staff to work effectively together to deliver school improvement. ● A commitment to building and maintaining effective and positive relationships with parents, carers, the wider community and other schools. ● Inspiring and influencing others, within the school to believe in the fundamental importance and value of education in young people's lives. ● Excellent communication skills and proven ability to listen to, understand and work effectively with all pupils, staff, trustees and parents. ● The ability to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	
PERSONAL QUALITIES		
<ul style="list-style-type: none"> ● The ability to form good working relationships with colleagues and pupils ● The ability to prioritise and meet deadlines ● A commitment to continued professional development ● A desire and commitment to contribute to the wider school and its community ● A commitment to protecting the welfare of young people ● An open mind to change and the unique circumstances found in a new and expanding school 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	
OTHER		
<ul style="list-style-type: none"> ● Good attendance/punctuality record ● Enhanced DBS certificate and barred list check ● Flexibility ● Demonstrate a commitment to: ● Equalities and the Equality Act 2010 ● Promoting the school and Trust vision and ethos ● High ethical standards ● Relating positively to and showing respect for all members of the school and wider community ● Ongoing relevant professional self-development ● Safeguarding and child protection 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	