



# Assistant Headteacher

## Personal Development



Dear Applicant,

Thank you for your interest in the position of Assistant Headteacher at Tarleton Academy.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about the role and our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and four primary schools formally within the Trust.

Our mission and values provide a clear framework for us to work to. We are absolutely committed to serving our communities to ensure that every child achieves their potential by providing the highest quality educational experience in a truly inclusive way.

As a Trust, we don't believe in a one-size-fits-all approach for our schools or our students. We respect and celebrate individuality, working with a clear determination to support our children, colleagues and communities both collectively, and individually, to flourish and thrive through a rich and transformational provision.

We believe in the value of collaboration, and everybody working with the Trust shares a collective responsibility for the success of all of our children. We also recognise that we will never be successful in delivering our vision for our young people unless our colleagues are supported, nurtured and developed to achieve their full potential with us. That's why we are equally committed to ensuring every colleague benefits from the best possible employment experience where high-quality CPD and a sincere approach to supporting wellbeing enable our colleagues to achieve their own aspirations for their career.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', is positioned above the printed name and title.

David Clayton  
Chief Executive

# Endeavour Learning Trust's Mission and Values

## **We will serve our communities to ensure that every child realises their potential**

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

## **Our Values**

### **Individuality**

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

### **People centred**

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

### **Belonging**

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

### **Transformation**

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

### **Togetherness**

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.



**BURSCOUGH  
PRIORY ACADEMY**



**BRINDLE GREGSON  
LANE PRIMARY**



**CHURCHTOWN  
PRIMARY SCHOOL**



**NORTHBROOK  
PRIMARY ACADEMY**



**TARLETON  
ACADEMY**



**LINAKER PRIMARY  
SCHOOL**



**ENDEAVOUR  
COMMUNITY**



**WELLFIELD  
ACADEMY**



**ORMSKIRK  
SCHOOL**

## About Tarleton

Dear Applicant,

Thank you for your interest in the Assistant Headteacher position at Tarleton Academy, part of the Endeavour Learning Trust.

At Tarleton Academy, our vision of "Igniting Excellence and Empowering Individuality" is at the heart of everything we do. We are committed to fostering a culture of high aspiration, where every student is encouraged to achieve their full potential and every staff member is supported to excel in their role.

We take immense pride in the significant progress we have made since our new leadership team established itself in 2024 and we remain dedicated to delivering the very best for every student. At the same time, we are unwavering in our commitment to achieving excellence in a way that prioritises the wellbeing of both our staff and students. Our ambition is to thrive—individually and collectively—within our classrooms, staffrooms, schools, and across the Trust as a whole.

We are proud to benefit from our state-of-the-art building, which serves as a central hub for leisure and learning within the local community. Our modern facilities provide an exceptional environment for both students and staff, ensuring that teachers have well equipped classrooms designed to support high-quality teaching.

I often describe Tarleton as an exciting place to be, and that has never been truer than it is today. Every day, we take meaningful steps to enhance the school experience for our 700+ students, ensuring they receive the very best in education and personal development. The #TeamTarleton motto is embedded in everything we do, creating an environment where both students and staff feel valued, supported, and inspired to succeed.

We hope the enclosed information about the role will encourage you to apply.

Yours faithfully,



Mr S Parker  
Headteacher

## **Assistant Headteacher**

### **Full time, Permanent**

### **Leadership Pay Range L10-L14**

Tarleton Academy is a vibrant and inclusive school committed to fostering a supportive and enriching environment where students can thrive academically, socially, and emotionally. We are seeking an inspiring and dedicated Assistant Headteacher to lead on Personal Development and Wellbeing, ensuring that all students receive the support, guidance, and opportunities they need to develop into confident, resilient, and well-rounded individuals.

As our new Assistant Headteacher you will:

- Provide strategic leadership on all aspects of personal development, wellbeing, and student welfare.
- Lead and enhance the school's culture, ensuring core purpose and inclusion are at the heart of all initiatives.
- Oversee careers provision, ensuring compliance with Gatsby benchmarks and the Baker Clause.
- Support students through key transition phases, including KS2–KS3 and KS4–Post 16.
- Coordinate extra-curricular activities, including trips and visits, ensuring a broad and inclusive range of opportunities for students.

What we're looking for:

- A passion for student welfare and a deep understanding of the challenges and opportunities in supporting young people's personal growth.
- Strong leadership and communication skills, with the ability to inspire and influence staff, students, and stakeholders.
- The ability to work collaboratively as part of a senior leadership team, contributing to whole-school improvement.

Why Join Us?

- A supportive and forward-thinking leadership team dedicated to staff and student wellbeing.
- Opportunities for professional development and career progression within a dynamic educational setting and robust PDR process.
- A welcoming school community that values innovation, inclusivity, and student-centred approaches.
- The chance to make a lasting impact on the lives of young people, shaping their personal development and future success.

Our School can offer you:

- Brand new school build completed in 2023 with State-of-the-Art facilities
- A caring and supportive school environment with delightful students who are keen to learn
- Access to Teachers Pension Scheme
- Free on-site parking
- 24/7 access to employee health and wellbeing services
- Access to Blue Light card with thousands of discounts and savings on big brands!
- Encouragement of further and continued professional development

### **HOW TO APPLY**

To apply, please complete our online application form (via tes) in full, along with a personal statement to support your application and outline the relevant experience you can bring to Endeavour Learning Trust.

Applications should be submitted by 9am on Friday 21<sup>st</sup> February 2025

Interviews will be held on Tuesday 25<sup>th</sup> February 2025

If you have any questions, please contact our Recruitment Manager, Mollie at [m.fairhurst@endeavourlearning.org](mailto:m.fairhurst@endeavourlearning.org)

### **SAFEGUARDING**

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates



## JOB DESCRIPTION



## ASSISTANT HEADTEACHER PERSONAL DEVELOPMENT

The successful candidate will need to provide our students with an outstanding education and provide strong and effective leadership to staff. The role will have whole school responsibilities below:

- Leadership
- Personal Development & Well-Being
- Leading and Managing Staff
- Wider Professional Effectiveness

### **Leadership**

- Establish clear expectations and constructive working relationships among staff, including through team working and mutual support; devolving responsibilities and delegating tasks, appropriate evaluating practice, and developing an acceptance of accountability.
- Have knowledge and understanding of the school's vision, aims, priorities, targets and action plans.
- Analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
- Provide a challenging, positive, stimulating and secure learning community for students.
- Being responsible for the development and coordination of whole school strategies to lead personal development and well-being.
- Support the overall ethos of the school as a child-centred, well ordered community.

### **Personal Development & Wellbeing**

- To lead the strategic development of the personal development curriculum through work with the Senior Leadership Team and teaching staff, reviewing current provision, ensuring that statutory responsibilities are met, and that national and local initiatives are incorporated appropriately.
- To ensure the school promotes personal development of all students so that they have access to a rich set of experiences and opportunities that supports them to access their next stage of education, employment or training.
- To work with Form Tutors to ensure the Form Tutoring programme supports personal development alongside working with Subject Leaders so that the curriculum enrichment and extra-curricular offer is exceptional.
- To provide guidance and support for staff in implementing PSHE and Citizenship schemes of work incorporating new specifications and national curriculum changes.
- To be responsible for the development and review of school policies relating to Personal Development, and contribute to the School Development Plan.
- Take responsibility for promoting the mindfulness and wellbeing of students through the curriculum and extra-curricular activities.
- Lead and organise Student Council to further establish Student Voice and identify opportunities for students to have a greater impact on the development of the school.
- To annually over see the anti-bullying survey with the students in order to update the anti-bullying policy.
- Contribute to whole school initiatives for annual events such as Mental Health Awareness Day; Anti-bullying Week; Internet Safety Week etc.
- Ensure there is strong take-up by students of the extracurricular and enrichment opportunities provided.
- Ensure there are opportunities for students to develop their talents and interests.
- Promote the delivery of extracurricular trips ensuring a broad and varied range of opportunities are available and accessible by all.
- Support and oversee the programme for Work Experience.
- To prioritise at all times the safety and well-being of the students by following Safeguarding policies.
- To promote high standards' of conduct, uniform, respect and encourage good behaviour of all students.

### **Leading and Managing Staff**

- Support staff to identify areas for improvement and contribute to whole school Inset.
- To develop effective skills of communication so all staff feel they have a significant role to play.
- Ensure the effective management and leadership of personal development & well-being.
- Work with the SENCO and any other staff with Special Educational Needs expertise, to ensure appropriate provisions are matched to students' needs.
- To carry out whole school roles as designated by the Headteacher.
- To inspire, challenge, motivate and empower other teaching staff in their pastoral role.
- To establish clear expectations and constructive working relationships amongst staff.
- To ensure all staff are correctly observing the school's Safeguarding and Behaviour policies.

### **Wider Professional Effectiveness**

- Make an active contribution to the policies and aspirations of the school.
- To work with Pastoral leaders and SLT to review and develop the school ethos.
- Strive to develop and improve leadership skills.
- Prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching and school leadership.
- Develop and implement policies and procedures, as appropriate, to be communicated with the Local Academy Board.
- To undertake any other duties that are commensurate with the grade and scope of the post as determined by the Headteacher.

### **Corporate Responsibilities**

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
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## PERSON SPECIFICATION

	<b>KEY CRITERIA</b>	<b>Essential (E)/ Desirable (D)</b>
<b>QUALIFICATIONS</b>	Qualified Teacher Status	E
	Degree Level qualification in relevant subject	E
	Recent participation in a range of relevant professional training	E
<b>EXPERIENCE AND KNOWLEDGE</b>	Evidence of successful middle leadership in a secondary school	D
	Evidence of leadership training	D
	Experience of successfully managing a whole school project or initiative	D
	Evidence of successful senior leadership	D
	Evidence of relevant safeguarding training	D
	Evidence of successful leadership of safeguarding in a secondary school	D
	Have worked successfully in a 11-18 school	E
	Be a highly effective classroom practitioner	E
	Have evidence of improving student outcomes both on an individual and departmental/whole school basis	E
	Have evidence of the use of a forensic approach to analysis and tracking of pupil data to support improved student outcomes	E
	Significant experience of middle leadership, leading intervention with students	E
	Evidence of contributing to successful staff development	E
	Evidence of the ability to challenge mediocrity and underperformance	E
	Excellent time management and organisational skills	E
	A reflective approach and a high level of self-awareness	E
	Build relationships with community groups, outside agencies and other schools which enrich the learning experience for students	E
	Positively promote the school and the wider Trust	E
	Work closely with parents and other stakeholders to ensure the best possible student outcomes.	E
	Experience of working with and encouraging the engagement of parents	D
	<b>PROFESSIONAL AND PERSONAL ATTRIBUTES</b>	Emotional resilience in dealing with the challenges of the role
Demonstrate honesty, integrity, commitment, self-reliance, enthusiasm and optimism		E
A high standard of literacy, numeracy, oracy and ICT skills (including the use of SIMS, Excel)		E
Be an excellent role model for staff and students. Demonstrating good attendance, punctuality and a high standard of professional conduct and appearance.		E
<b>OTHER</b>	Clearance through the Disclosure and Barring Service	E

	Compliance and adherence to the documents 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings' 'Guidance for Conduct' & 'Keeping Children Safe in Education'	E
	A Commitment to undertake further ongoing training and professional development	E

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