



ASSISTANT HEADTEACHER

GRADE: LEADERSHIP POINTS 04-08

**SALARY: £47,706 - £52,659 (AWAITING TEACHERS PAY
AWARD 2023-4)**

START DATE: APRIL 2024 (SUMMER TERM OR SOONER)

CANDIDATE INFORMATION PACK



What's included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from Bennerley Fields School Headteacher
- Welcome from Esteem Multi-Academy Trust
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from the Headteacher

Dear applicant,

Thank you for your interest in the post of fulltime Assistant Headteacher position at Bennerley Fields School. I am very pleased that you are considering applying to work in a successful, fun and supportive special school.

I feel privileged to be leading Bennerley Fields Special School Academy. We are proud to be a part of the Esteem Multi Academy Trust.

Bennerley Fields is an inspirational place to learn and work. We are a strong team of 100 pupils, over 60 staff, parents and carers and governors. We value the strong links we have with the wider community. I lead a committed, skilled and highly specialised staff who provide outstanding, challenging and exciting learning opportunities for our incredible students.

Our students are independent and inquisitive learners. They never cease to amaze us with their attitude, determination and achievements. We believe strongly in teamwork and work closely with parents and carers to provide the best opportunities for our students. Together we shape our school. Together we support each other and strive to be the best we can be.

Our school is made up of two buildings. Three classes of our more complex Primary Department are housed in a separate building and have its own outside space with suitable play equipment. This Primary block houses our pupils in Dovedale, Newstead and Duffield classes. We also have Community Room which is used as a therapy/meeting room, a sensory room and a library. Our Main School block has one classes in KS2, one mixes KS2/KS3, four classes in KS3 and two classes in KS4.

Around the main school building, we have extensive playing fields and open spaces with each Key Stage having its own playground. There is a large polytunnel in our school garden where the children can learn how to grow plants and vegetables. Down near the canal, there is our Forest School area which is accessed by all pupils during the school year.

As Headteacher, I am committed to promoting emotional wellbeing and positive mental health, we embed a culture which values the happiness and emotional welfare of all our students, staff, parents, and stakeholders.

As well as making a positive contribution to the lives of our students, we can offer you:

- a supportive, collaborative, and friendly staff environment in a specialist setting where you will have the chance to make a real and positive impact on the lives of Bennerley Fields School students.
- professional and continuous training programmes and a supportive career progression.

- generous pension schemes (Teachers'/ LGPS Pension Scheme)
- a range of health and wellbeing services through Westfield Health
- free, on-site car parking
- school social events
- a commitment to staff well-being.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills, experience, and strength of character to fulfil the challenges of the role. The closing date for applications is **Sunday 03 December at 23:59**. Should you wish to visit the school or discuss the post please contact the school on 0115 9326374 and a member of the Senior Leadership Team will arrange a call.

Interviews for this post will be held on **Friday 15 December 2023**.

I wish you well in your application.

Yours faithfully,

Jenni Wright

Headteacher
Bennerley Fields School



Further information about our academy can be found on the website at www.bennerleyfields.derbyshire.sch.uk

About Esteem Multi-Academy Trust

Esteem Multi-Academy Trust currently comprises of twelve academies throughout Derbyshire, Derby City, and east Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 850 staff. The total revenue budget for the MAT is approximately £23 million and plans are in place to expand further.

Esteem Multi-Academy Trust has grown from seven to 12 academies within its first 18 months and now includes 7 special schools and 4 support centres (PRUs) and a primary school with enhanced resource provision educating young people with a range of additional needs. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND). We have a well-defined set of values and a clear vision for the MAT to become a regional hub for expertise in SEND and inclusion. We share a collaborative ethos, believing that our collective efforts will achieve a better outcome than we can as individual schools. Our academies focus on the holistic needs of the young person, due to students' vulnerabilities. So, 'joined-up thinking', between our academies and different agencies, is essential to deliver the right support for our students.

The main aims of Esteem MAT are to:

- Provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world;
- Deliver high standards and value for money from our support services, resources, estate and technology; and
- Invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice.

As a group of academies working together, we can share and deliver better practice. We will be able to commission health, care and therapy services in a fully 'joined-up' way.

The Advertisement

Job Title: Assistant Headteacher – Curriculum and Progress Lead

Location: Bennerley Fields School, Stratford Street, Ilkeston, Derbyshire, DE7 8QZ

Grade/Scale: Leadership Points 04-08 £47,706 - £52,659 (Awaiting Teachers Pay Award 2023-4)

Start date: April 2024 (Summer term or sooner)

Contract: Assistant Headteacher Full Time

Bennerley Fields is an age 2-16 special school, with 100 pupils with a range of learning difficulties and diverse needs. The school has specialist status for communication and interaction, which underpins all teaching and learning.

We are looking to appoint an outstanding leader, committed to achieving the best outcomes for our pupils. If you enjoy a challenge and want to make a difference come and join our team! We promise you an exciting, stimulating journey towards excellence for our pupils and our staff.

Benefits include: Teachers' Pension Scheme, school holidays, Westfield Health membership and free parking.

For further information, please contact the school office on 0115 932 6374, via email to info@bennerleyfields.derbyshire.sch.uk. To apply, please read the advertisement in full and apply at <https://www.esteemmat.co.uk/vacancies>.

Closing date for applications: 03 December 2023 (23:59)

Provisional Interview Date: 15 December 2023

We reserve the right to interview suitable candidates upon application and may close the application process prior to this date

Bennerley Fields School and Esteem Multi-Academy Trust are committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Job description and person specification

Job Description: Assistant Headteacher

Esteem Multi-Academy Trust

Post Title:	Assistant Headteacher
Location:	Bennerley Fields School, Ilkeston
Purpose:	<ul style="list-style-type: none"> To ensure that pupils receive an ambitious, broad, balanced and enriching curriculum that prepares them for life beyond Bennerley. To ensure staff are able to deliver the curriculum for pupils, use data intelligently so the right support is put in place so they achieve well. To ensure staff are able to plan for the teaching of foundational knowledge so they achieve high degrees of success and the practice of applying new knowledge and skills.
Reporting to:	Headteacher
Responsible for:	Curriculum and Progress Lead
Liaising with:	Teachers, Governing Body, Pupils
Working Time:	Full Time
Salary/Grade:	Grade L4 to L8 (Actual Salary £50,807 - £56,082) inclusive of 6.5% pay award due to implemented in December 2023.
Disclosure level	Enhanced

PRINCIPLE RESPONSIBILITIES

To achieve the above	<p>Organisational management and academy improvement</p> <p>Under the direction of the Headteacher, the Assistant Headteacher will:</p> <ul style="list-style-type: none"> Support the development of the academy's ethos and strategic direction together with the governing board and through consultation with the academy community. Oversee and lead the curriculum taught across the school, including curriculum developments, overseeing subject coordinators and moderation against curriculum outcomes. Oversee and lead the progress of pupils across school including acting as the school's Exams Officer and monitoring Y11 destinations. Act as subject lead in one or more areas dependent upon specialism of post holder. Act as Designated Safeguarding Lead in the absence of the Headteacher and Deputy Headteacher. Ensure all staff allocated receive appropriate CPD and performance management (currently a selection of TAs). Ensure classes are covered adequately in the absence of staff. Support with pupil annual reviews, as required. Support the Headteacher with development of the SEF and SIP and ensure the improvement strategies are implemented effectively. Support as required with academy policies and procedures in line with the level of role.
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	<p>Qualities: The Assistant Headteacher will:</p> <ul style="list-style-type: none"> • Uphold public trust in academy leadership and maintain high standards of ethics, behaviour and professional conduct • Be credible and an excellent role model • Be enthusing, driven and be able to create new opportunities for our pupils • Build positive and respectful relationships across the academy community and with other stakeholders • Serve in the best interests of the academy's pupils. <p>Additional and special educational needs (SEN) and disabilities Under the direction of the Headteacher, the Assistant Headteacher will:</p> <ul style="list-style-type: none"> • Promote a culture and practice that enables all pupils to access the curriculum • Have ambitious expectations for all pupils with SEN and disabilities • Make sure the academy works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate • Teach a 0.5 timetable over a range of curriculum subjects to pupils with a range of special needs and abilities. <p>Professional development Under the direction of the Headteacher, the Assistant Headteacher will:</p> <ul style="list-style-type: none"> • Ensure staff have access to appropriate and quality professional development opportunities • Keep up to date with developments in education • Seek training and continuing professional development to meet needs • Contribute to the academy CPD events and Inset delivery. <p>Governance, accountability and working in partnership Under the direction of the Headteacher, the Assistant Headteacher will:</p> <ul style="list-style-type: none"> • Ensure that the school staff understand their professional responsibilities and are held to account. • Ensure the site effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties. • Contribute to Governance reports and attend the LGB on occasion. • Work successfully with other academies and organisations. • Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils. <p>Other areas of responsibility</p> <ul style="list-style-type: none"> • To keep up to date with, and actively monitor, national, regional and local developments in the curriculum practice. • To support staff in the understanding of the intent, implementation and impact of the curriculum.
	<p>Other Generic Responsibilities:</p> <ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development

- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- Provide a high standard of customer service in all dealings internal and external to the MAT
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

Person Specification: Assistant Headteacher

Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE	
Essential	<ul style="list-style-type: none"> • Qualified teacher status • First Degree or equivalent • Evidence of relevant training within the past five years • A commitment to undertake further relevant training • At least 3 years successful teaching experience in the SEN sector • Experience of working with young people with complex needs, including ADHD, SLD, SEMH. • Experience of leading teams and school initiatives within the last 2 years • Experience of managing and coordinating staff within the last 2 years • Committed to study for recognised leadership qualifications • Leadership qualification (or willing to undertake) – e.g. NPQML • Experience of monitoring and evaluating teaching and learning
Desirable	<ul style="list-style-type: none"> • Established leadership experience at middle management level within the last 2 years • Leadership experience in schools catering for students with learning difficulties and additional complex needs within the last 2 years • Recent experience of leading a subject throughout school • Evidence of additional further educational and leadership qualifications – e.g. NPQSL • Experience of supporting a Headteacher and staff through a positive OFSTED experience • Experience of conducting performance management appraisals with teachers and support staff within the last 2 years
KNOWLEDGE AND ABILITIES	
Essential	<ul style="list-style-type: none"> • A demonstrable, passionate commitment to improving the lives and opportunities of children and young people with special educational needs and challenging behaviours • Knowledge of the teachers' standards • Knowledge and understanding of assessment data and the ability to use data to monitor progress and identify areas of development • Up to date knowledge and understanding of the current national education agenda, especially the new Ofsted framework • Promote good to outstanding teaching, learning and behaviour • Safeguarding and Child Protection • Knowledge of a range of approaches to developing students' communication skills • Provide direct support for students with a range of complex special needs • Communicate professionally and confidently with colleagues, other professionals and families

Desirable	<ul style="list-style-type: none"> • Good problem-solving strategies • Sensitivity and tenacity • Experience of leading initiatives and developments within a school or a school curriculum in the last 2 years • Understanding of the implementation of TEACCH • Team Teach trained • Understanding of the role of Exams Officer
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Leadership skills	
Essential	<ul style="list-style-type: none"> • To be able to support the Headteacher in leading staff towards achieving outstanding outcomes for students • To lead on teaching and learning within a curriculum including monitoring curriculum coverage and overseeing pupil progress • Assist the Headteacher to initiate and manage change & improvement in pursuit of excellence in Teaching and Learning • Motivate and inspire by setting and following high standards in all aspects of the Assistant Headteacher role • Seek advice and support when necessary • Deal sensitively with people and resolve conflicts
Desirable	<ul style="list-style-type: none"> • Evidence of successful development planning • Ideas to contribute to the vision, leadership and strategic direction of the school. • Experience of successfully holding others to account for their performance e.g. in student progress and teacher appraisal meetings within the last 2 years • The ability to lead on planning for teaching and learning • Experience of successfully leading aspects of school improvement priorities within the last 2 years
Personal attributes	
Essential	<ul style="list-style-type: none"> • Adaptability to changing circumstances and ideas • Energy and enthusiasm • Reliability, confidentiality and integrity • Confidence to question the Headteacher and other school leaders on issues of professional judgements and decision making in an appropriate and informed manner.

Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2023' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

To apply, please read the advertisement in full and apply at <https://www.esteemmat.co.uk/vacancies>.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

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