



# Assistant Head Quality of Education APPLICATION PACK



Dear Applicant,

Thank you for showing an interest in joining The Bolton Impact Trust.

Bolton Impact Trust Academies have been delivering high quality Alternative Provision and Special Education to students in Greater Manchester and Lancashire for over 20 years and we are proud of our track record of making a real difference to children's lives in our area.

Our aim is to inspire every young person to acquire the knowledge, skills and experience necessary, both inside and outside the traditional classroom environment, to fulfil their true potential. Developing self-esteem, confidence and resiliency are major goals for us and preparing our young people to enjoy worthwhile and fulfilling lives back in their own communities after attending the Impact Trust Academies is a crucial part of our work.

We think that our Trust is a very special place where we respect individuality, diversity and difference. Every child who joins us is afforded a fresh start and every adult who joins our team is given the opportunity to contribute. Staff Wellbeing is extremely important to us and we offer attractive support packages including Employee Assistance Programmes, Wellbeing Credits and enhanced CPD opportunities.

We are looking to appoint an Assistant Head to join our team at Youth Challenge. If you are a dynamic, motivated, conscientious professional who has a passion for working with children and young people and you feel you have the skills and personal attributes to work as part of an innovative, energetic and ambitious team we would love to hear from you.

Yours faithfully

Paul Hodgkinson



CEO – Bolton Impact Trust

## WELL-BEING AT THE BOLTON IMPACT TRUST

The Bolton Impact Trust recognises that staff are our most important assets, and we wish to support them fully to thrive both personally and professionally. We recognise that there is a correlation between the wellbeing of our staff and the quality of provision that we offer to our students, so we wish to promote a consistent trust-wide approach to wellbeing for our staff. We want our staff to thrive, come to work happy and leave work happy.

Our whole Trust vision is for all staff to enjoy successes at work and to develop their experience and skills to become excellent at what they do. Our wellbeing mission and aims are built in culture rather than as a set of stand-alone wellbeing activities. We believe that wellbeing is a constant state of botheredness for all.

### Our wellbeing pledges

- We demonstrate compassionate leadership at all times
- We promote the concept of 'it's nice to be nice'
- We challenge any instances of non-compassionate leadership
- We create a constantly open 'support window' for staff
- We survey staff regularly
- We recognise outstanding staff performance regularly (praise culture)
- We offer high-quality CPD
- We consistently apply Trust policies
- We ensure that scrutiny leads to support, not judgement
- We look to create better environments for staff to work in
- We put resources aside for wellbeing activities
- We create Leadership Spaces for staff to work without external interference
- We provide opportunities for staff to collaborate with colleagues from across the trust and from external networks

### Some examples of wellbeing activities include:

- Workload reduction strategies being reviewed regularly
- Making adjustments to working conditions for staff when required
- Clear email expectations – we do not expect our staff to read or respond to emails outside of working hours unless they want to
- Providing free refreshments each day
- Access to 'wellbeing' credits which allows agreed time off work
- Access to free counselling and Occupational Health
- Access to free physiotherapy
- Providing pastoral drop-ins and confidential supervision sessions for staff
- Fresh water dispensers on all sites
- Providing creative opportunities for connecting with staff and promoting their wellbeing (e.g., breakfast meetings, shared lunches,)
- Employee Assistance programme
- Menopause support
- Men's Health promotions
- Extensive opportunities for staff development (CPD programme)
- Equality Champions
- Wellbeing Champions

## **ADVERT – ASSISTANT HEAD**

Youth Challenge (part of Bolton Impact Trust) are seeking to appoint a dynamic and energetic Assistant Head Teacher to work within the existing leadership team. We are looking to appoint an individual with skills and experience on the Quality of Education at Youth Challenge. The Academy currently has capacity for 87 pupils, the majority of whom have complex needs and have had previous negative experiences of education. Through forging strong working relationships with pupils, families, other staff and external agencies, you will be expected to make a significant contribution to enhancing pupils' lives in this exciting new role.

### **Why you?**

- You are passionate about working in an SEMH environment
- You are an innovative and strategic leader
- You have high level teaching and leadership skills
- You will have a commitment to partnership working across our Academies and with external stakeholders.

The successful candidate must be ambitious for the children in their care and be able to draw on a variety of pedagogical approaches to engage and develop our pupils. The successful candidate will be a member of the school's senior leadership team and will be expected to play a full part in SLT's collective responsibility for the leadership and quality of the provision. They must be able to build strong relationships with all stakeholders.

### **Why choose us?**

- At BIT we value all members of staff. We have a strong focus on staff wellbeing, providing access to wellbeing support services via a dedicated wellbeing charter
- We are a growing Multi Academy Trust (MAT)
- Staff receive guidance and support from an experienced executive leadership team who invest in the development of their teams and the Trust
- A wide range of CPD opportunities
- A Competitive salary
- Part of the Teachers' Pension Scheme

**This role is permanent**

To apply, please follow the link and complete an online application form. The link can be found on the vacancies page of our website.

<https://www.boltonimpacttrust.org.uk/join-us/vacancies>

Visits to the Academy are welcome by prior arrangement, visits will take place on 15<sup>th</sup> & 16<sup>th</sup> April. Candidates should contact the Academy Lead Ms Victoria Sutton on 01204 333872 or email: [SuttonV@boltonimpacttrust.org.uk](mailto:SuttonV@boltonimpacttrust.org.uk)

**Applications should be submitted by Sunday 14<sup>th</sup> April at 12pm to**  
[JacksonR@boltonimpacttrust.org.uk](mailto:JacksonR@boltonimpacttrust.org.uk)

**Interviews will be held in the week commencing 29<sup>th</sup> April**

Candidates should ensure that their referees are easily contactable, with the correct phone number and email address and able to reply promptly if references are requested.

#### **Rehabilitation of Offenders Act 1974**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that, certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see here.

It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)

Our academies safeguarding policies can be found on the safeguarding section of the trust website [www.boltonimpacttrust.org.uk](http://www.boltonimpacttrust.org.uk)

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. Following shortlisting we will also undertake an online search on all applicants to confirm a candidate's eligibility, and to identify any potential safeguarding concerns or risks to the Trust's reputation. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service and overseas checks were applicable before your appointment is confirmed. Successful applicants will be subject to all necessary safeguarding checks as per Keeping Children Safe in Education.

**This post is subject to an enhanced DBS check**

***Bolton Impact 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.***

## JOB DESCRIPTION

<b>Job Title</b>	Assistant Head Teacher – Quality of Education
<b>Salary</b>	Leadership Scale L4-L10  £50,807 - £58,959
<b>Location</b>	Youth Challenge Smithills Dean Road Bolton BL1 6JT
<b>Hours of Work</b>	1.0 FTE
<b>Contract</b>	Permanent
<b>Responsible to</b>	Academy Lead

### **Job Purpose:**

- To work closely with the Academy Lead and the Trust Director of Standards to develop a strong leadership team, deliver the Academy's vision and objectives and support staff and students in raising aspirations and achievement.
- To play a key role in the day-to-day leadership of and management of the Academy having specific responsibility for standards of attainment and achievement and the quality of learning experiences at Youth Challenge.
- Developing systems, process and practice of the highest standard to support measurable improvement and consistent practice.
- Be accountable for the strategic leadership of practices related to excellence in teaching and learning, engagement and student outcomes
- Be responsible for leading on strategies to ensure students achieve excellence in attainment and achievement through monitoring, analysis, evaluation and intervention.
- Undertake an appropriately proportionate programme of teaching in accordance with the duties of a teacher.
- Help to lead Youth Challenge in the absence of the Academy Lead.

### **Main Responsibilities:**

Working under the direction of the Academy Lead to provide leadership to the Academy and wider educational setting by:

### **Teaching & Learning:**

- Developing and implementing a framework for the quality assurance/monitoring of all aspects of teaching and learning.
- Leading a process of systematic review of standards of provision across all subject areas and implementation of subsequent actions.
- Maintaining a matrix of quality assurance of teaching
- Coordinating formal observations of teaching practice in line with appraisal objectives and whole academy priorities.

- Managing processes for monitoring and analysing student progress data (including responses to data)
- Driving an academy-wide emphasis on the performance of individual cohorts within the student population (e.g., Pupil Premium/More Able Students/Boys/LAC) ensuring strategy, action and impact of these are clearly and systematically recorded and reported
- Examining national performance documents to identify areas for attention and related strategy.
- Contributing to the Academy's self-evaluation processes
- Modelling the highest professional standards to staff and students in all aspects of the role, maintaining a visible presence around the Academy and leading by example.
- Increasing the self-esteem of Academy students through the realisation of their raised aspirations.
- Contributing to the transformation of AP education in the Bolton area and beyond.
- Ensuring the provision of high-quality learning through excellence in service delivery and performance management of people and resources.
- Delivering and commissioning innovative services in direct support of the Academy's ethos, aims and objectives as developed by the Academy LGB and the Trust Board.

### **Leadership**

- Provide dynamic, consistent and motivational leadership for the Academy, as part of the leadership team and with the Academy Lead, ensuring the successful delivery of the vision, ethos, aims and objectives as determined by the Academy LGB and the Trust Board.
- Support the Academy Lead with the strategic planning and operation of the Academy and its self-evaluation in line with the Academy's aims and objectives.
- Influence and provide leadership to our other Trust Academies when appropriate

### **General duties and responsibilities**

- To safeguard the welfare of students and report any concerns to the Academy Lead
- To attend calendared parental and Academy events in line with expectations of the role
- To uphold the ethos and promote the core principles of the Academy
- To work in accordance with all Academy procedures and policies, to adhere to the Academy's professional code of conduct for staff and quality standards for all staff including smart dress code.
- Lead in the delivery of In-service training in areas of specialism
- Maintain a high profile and visible presence within the Academy and carry out senior duties effectively
- Review and adapt systems and policies in response to the changing needs of stakeholders
- To chair, participate in and attend meetings and training as appropriate including INSET days.
- To take an active role in own professional development in line with performance management objectives.
- To ensure confidentiality is maintained at all times.
- To carry out other duties as may be reasonably requested
- To report risk to the Academy Lead and/or the Central team

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## PERSON SPECIFICATION

Personal Attributes required (based on the job description)	Essential (E)  Or  Desirable (D)	Identified by:  Application Form (AF), Interview (I), Test (T) or other
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### QUALIFICATIONS AND TRAINING

Educated to degree level or equivalent	E	AF
Professional Teaching Qualification (PGCE, QTS)	E	AF
Recent Leadership Qualification	D	AF

### EXPERIENCE

Proven track record as an outstanding teacher and middle/senior leader.	E	AF/I
Proven track record of raising standards in teaching and learning.	E	AF/I
Evidence of excellent planning, assessment and record keeping.	E	AF/I/T
Experience of using, applying and analysing data at departmental or whole school level.	E	AF/I
Experience of successfully leading a team.	E	AF/I
Experience of writing detailed reports.	E	AF/I
Experience of live management of an aligned SEF and SDP	D	AF/I
Experience of working with secondary-aged students with Social, Emotional, Behavioural and Mental Health issues.	E	AF/I
Experience of leading whole school projects.	D	AF/I
Experience of supporting in other schools.	D	AF/I
Experience of delivering CPD and staff training.	D	AF/I

**KNOWLEDGE AND UNDERSTANDING**

Excellent knowledge of the National Curriculum	E	AF/I
Working Knowledge and application of the School Inspection Handbook	E	AF/I
Knowledge of relevant staff development and training opportunities.	E	AF/I
Proficiency in quality assurance processes.	E	AF/I
Knowledge of strategic planning and self-evaluation.	D	AF/I
Knowledge of governance.	D	AF/I

**SKILLS & ABILITIES**

High level leadership and teaching skills	E	AF/I
Ability to teach students with SEMH	E	AF/I
The ability to accurately assess the quality of the work of pupils against national standards	E	AF/I
Set high expectations for pupil behaviour and establish a clear framework for classroom discipline promoting self-control and independence whilst managing pupils' behaviour constructively	E	AF/I
Work effectively as part of a team developing positive relationships with colleagues, students, parents/carers and other agencies, as appropriate	E	AF/I
Excellent ICT Skills	E	AF/I
Excellent communication skills verbal, written and electronic	E	AF/I

**PERSONAL ATTRIBUTES**

Enthusiasm, commitment, determination	E	AF/I
The highest expectations of yourself, your staff and students.	E	AF/I
Excellent record of attendance and punctuality	E	AF/I

Work effectively as part of a team developing positive relationships with colleagues, students, parents/carers and other agencies, as appropriate.	E	AF/I
Commitment to work in a leadership position and raise standards across the school	E	AF/I
Personal desire to take wider responsibility within the school	E	AF/I
Commitment to update Teaching and Learning skills on a regular basis	E	AF/I
Commitment to impactful networking and research activity	E	AF/I
All year-round commitment to performance management and CPD	E	AF/I
Willingness to work across the trust and share good practice	D	AF/I
<b>OTHER</b>		
<b>Valuing Diversity</b> - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognize people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage	E	AF/I
<b>Caring for Customers</b> - Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users	E	AF/I
<b>Developing Self and Others</b> - Ability to question and request appropriate training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. To support others' learning and share learning with others	E	AF/I

<b>Health and Safety</b> - The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk	E	AF/I
Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I