

Assistant Headteacher

(Behaviour and Personal Development)

The Hollins

April 2024



LET
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TRUST

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Welcome to **LET** Education Trust

Dear Colleague,

Thank you for showing an interest in a post at one of our schools. The LET Education Trust is a cross-phase multi-academy trust based in Lancashire with primary and secondary schools as members.



We believe that every child deserves the best education and we create opportunities and experiences for all of them to reach their potential. Building 'cultural capital' is vital for our pupils and this occurs from reception up to year 11 through trips, activities, projects, events and residential, both at home and abroad. We are ambitious for our pupils, meaning we are always striving for excellence and supporting career aspirations through a culture of constant improvement.

Each of our schools is different and this is something we value and celebrate. The uniqueness of each school is emphasized and supported by strong central services and a school-centred and approachable central team. Most colleagues work in one school but some work across a range of schools where their skills and abilities are needed.

Collaboration is key for LET schools and at the forefront of this is staff development. Joint INSET days with keynote speakers, middle and senior leader training and subject links occur across and between schools and phases. To ensure consistency of approach and sharing of good practice we also have termly meetings for our Safeguarding Leads and our SENCOs, sharing this information is proving invaluable. School to school liaison around transition is also vitally important in ensuring our pupils arrive at secondary school with the necessary skills and helps ensure a smooth start to year 7.

One of the strengths of the LET Education Trust is school improvement, with a range of high-quality SLEs able to provide support where it is needed, both within and beyond the Trust. We also play a part Initial Teacher Training as part of our remit through Pennine Lancashire SCITT and the newly formed Embrace SCITT. We have successfully trained primary and secondary teachers over the last 10 years with a large number employed locally and within the LET Education Trust.

If you have the highest standards of professional endeavour, integrity and ethics and would like to be part of our MAT, I look forward to receiving your application. You can find out more about our Trust at www.let-edu.org.

Best wishes

Steve Campbell
Chief Executive



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You can find out more at: www.thehollins.com



Dear Applicant,

Thank you for your interest in the position of Assistant Headteacher (Behaviour and Personal Development) at The Hollins.

We are a fully comprehensive school and serve a differing catchment area across Accrington and the surrounding area. Over 62% of our pupils come from E/E* areas of overall multiple deprivation, and prior attainment of our pupils is just below average. However, we achieve many great things with our pupils due to our committed, well-trained staff always going the extra mile to care for our pupils' welfare, character development and achievements. We are dedicated to improving the chances of all our young people, including our most vulnerable, pupil premium pupils, and learners with SEND and, as such, strive to offer as many opportunities for our pupils as possible, both within and outside of the classroom. We ensure that our staff engage in continual professional learning throughout their time with us, regardless of the level of experience, as we are committed to ensuring we can always be better.

The existing leadership team comprises of the headteacher, a deputy headteacher, 4 assistant headteachers, and an associate assistant headteacher (SENCo). This post has arisen due to a current assistant headteacher moving on to another school for a different challenge. Our team consists of very experienced staff who have been a part of this senior leadership team for a number of years and, therefore, this post provides an extremely rare opportunity to join this established team. Since academising in March 2022 and becoming part of the LET Education Trust, the school has been on a journey to explicitly raise standards and, as a result, has made great strides towards achieving a calm, safe and dignified culture whilst retaining our warm and welcoming climate. This drive will continue with our typical passion and commitment, and therefore the successful applicant will be a part of changing children's lives for the better and helping turn them into extraordinary individuals.

It is vitally important that any applicant feels that they can work within our team, with our children and within our expectations so I therefore extend a warm invitation for any interested individual to come and visit us prior to making an application.

I am looking for an exceptional individual to come and work in our amazing school, our pupils deserve nothing less.

We look forward to receiving your completed application form together with a letter of application.

Yours faithfully,
Mrs S Haydock
Headteacher, The Hollins



SUPPORT FOR OUR STAFF

Encourage a climate of connecting with people

At The Hollins we encourage collaboratively working and sharing our moments with each other, both within the school and further afield in the hope that both professionally and personally all our staff feel less isolated and more connected. We are human beings first and foremost and, as such, must look after and care for our well-being.

Driving down unnecessary workload

We strive to ensure that we support the DfE Workload Reduction with suggestions like ensuring that our calendar reflects generous department and CPD opportunities, not submitting regular lesson plans, no expectations that all staff will mark in a specified manner, and only collecting data that is purposeful and used multiple times.

Quality staff professional development

We value staff development above all else and this engenders a sense of confidence and motivation for staff. We treat our staff like the professionals they are by engaging in the Disciplined Inquiry approach to appraisal and development, which gives staff the responsibility to consider their own individual needs in order to continue to develop and improve.

Measure and respond to staff voice

Our thrice-yearly staff questionnaires allow staff the opportunity to let us know how they are coping with the demands of work, along with how they are coping generally. However, leadership doors are always open for continual conversations around this.

Looking after our mental health

We have staff who are trained mental health first aiders who are ready, willing and able to support.

You can also have look at the wellbeing charter which you can find on the LET Education Trust's website vacancy page.

ABOUT OUR 7 VALUES

These 7 important values underpin every decision we make.



Kind



Honest



Resilient



Reflective



Respectful



Responsible



Aspirational

Alongside the 7 values, we also have our vision, self-evaluation and our school improvement plan. None of these stand alone. They work together to ensure that we at The Hollins do our very best for our pupils and they have a positive experience, fulfilling their potential both academically and personally, celebrating our differences and developing the character to make their mark in the world. Our pupils are encouraged to "Strive for Succeed" and fostering these values will help them to achieve many successes.



Job Advert

Job Title: Assistant Headteacher (Behaviour and Personal Development)

Location: The Hollins, Hollins Lane, Accrington, Lancashire, BB5 2QY

Grade: L14—L18

Contract type: Permanent

Start date: 1st September 2024
(Following completion of a Enhanced DBS check (including child barred list check) and other safer recruitment checks)

Closing date: Monday 13th May 2024, 12noon

Interview date: Monday 20th and Tuesday 21st May 2024
(Subject to change)

The Hollins, part of the LET Education Trust is seeking to appoint a talented, highly motivated and outstanding Assistant Headteacher to join our existing leadership team. The successful candidate should be experienced, well-qualified, with the vision and energy to inspire and motivate young people. The Hollins is an oversubscribed, highly successful 11-16 school which provides a warm, caring environment; where attainment is above average and achievement is good. We value pupils and staff alike and look forward to welcoming a new addition to our team of dedicated staff.



Every school in our Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its pupils. Each pupil's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the school's policies and procedures, attend appropriate training, inform the designated person of any concerns and record any potential safeguarding incidents appropriately. Any offer of employment made, will be conditional upon a satisfactory enhanced DBS check and barred list check (where applicable to the role in question).

If you are shortlisted for the position you are applying for, you will be required to complete a self-declaration giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form. If you are shortlisted for the position you are applying for, the recruiting officer will undertake an online search in accordance with KCSiE 2023.

Please be aware that references will be requested immediately after the shortlisted candidates have been selected to ensure they have been received prior to the interview. **Personal email addresses will not be accepted for any referees and the recruiting officer will contact your employer to confirm your reference.**

HOW TO APPLY

Applications should be submitted using the forms available from our website with a supporting letter of no more than two pages of A4. The supporting letter should be clear, concise, accurately written and presented in an organised way, it should show how your experience to date has prepared you for this role. Your letter and completed application form should be returned no later than the specified closing date to Mrs Young, Headteacher's PA, to youngc@thehollins.com Your letter should be addressed to the headteacher of the school, Mrs S Haydock.

Please note that, in the interests of economy, we will not acknowledge receipt of your application. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful.

Good luck!

JOB DESCRIPTION

Assistant Headteacher			
Grade:	L14—L18	Hours/week	
Reporting to:	Headteacher		
Location:	The Hollins, Hollins Lane, Accrington, BB5 2QY		
JOB PURPOSE:			
The main objectives to be achieved by the post holder:			
<ul style="list-style-type: none">• To lead on whole school behaviour including pupil attitudes, routines and rewards.• To lead on personal development to ensure quality provision for all pupils.• To ensure effective systems and procedures are consistently applied.			
CORE TASKS:			
<ul style="list-style-type: none">• Uphold public trust in school leadership and maintain the highest standards of ethics, behaviour and professional conduct• Build positive and respectful relationships across the school community• Lead by example in dealing with behaviour issues and seeing them through• Serve the best interests of the school’s pupils• Create a culture where pupils experience a positive and enriching school life• Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life• Ensure high standards of behaviour from pupils, built on routines and expectations that are understood by staff and pupils and clearly demonstrated by all adults in school• Establish and oversee systems, processes and policies so the school can operate effectively and efficiently• Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of duty of care• Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school’s context• Performance-manage middle leaders, including carrying out appraisals and holding staff to account for their performance• Ensure staff have access to appropriate, high-standard professional development opportunities• Keep up to date with developments in education• Seek training and continuing professional development to meet their own needs• Provide information for the governing board/Trustee Board as appropriate• Work collaboratively and successfully with other schools and organisations• Provide staff with training and support so they can play a part in enhancing pupils’ personal			

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required. The duties may be varied by the headteacher to meet changed circumstances in a manner compatible with the post held.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • Qualified teacher status • Good honours degree or equivalent • A track record of successful teaching with evidence of enhancing pupil achievement in your classes. • Good ICT skills. • Evidence of continuing professional development including working towards or attainment of Leadership Pathways or NPQSL • Recent successful experience at middle leadership level. 	<ul style="list-style-type: none"> • Experience of raising standards through staff CPD. • Involvement in school self-evaluation and development planning.
Teaching	<ul style="list-style-type: none"> • Evidence of excellent classroom practice. • Good understanding of effective and engaging teaching methods with the ability to engage, enthuse and motivate pupils. • Experience of teaching KS3 and KS4. • The ability to plan lessons and sequences of lessons with clear objectives to ensure progression for all pupils. • Experience and evidence of improved pupil outcomes. 	<ul style="list-style-type: none"> • An understanding of current educational initiatives, including national priorities and legislation. • Willingness to teach outside of specialism (if required).
Leadership & Management	<ul style="list-style-type: none"> • Strong leadership, management and teaching skills. • An ability to think strategically and plan meticulously. • An ability to challenge, motivate and inspire others linked to pupil outcomes. • Good knowledge of data and an ability to analyse it to inform improvement strategies. • The ability to manage and resolve conflict. • The ability to manage time effectively and prioritise work. 	<ul style="list-style-type: none"> • Experience of managing a budget. • Experience of leading appraisal. • Experience of line-managing colleagues.
Communication	<ul style="list-style-type: none"> • Ability to have difficult conversations with pupils, parents, and colleagues and achieve the desired solution/outcome with dignity. • Ability to communicate effectively with pupils, parents and colleagues showing warmth, empathy, respect for others and professionalism at all times. • Excellent written, ICT and oral communication skills for a variety of audiences. • Excellent interpersonal skills. 	<ul style="list-style-type: none"> • Working across a Trust in collaboration with other schools

PERSON SPECIFICATION

	Essential	Desirable
Professional knowledge & understanding	<ul style="list-style-type: none"> • Effective teaching and learning strategies. • An ability to articulate and share a vision of education including leading change, creativity and innovation. • Knowledge of school improvement strategies for raising achievement and achieving excellence. • The use of a range of evidence, including performance data (school/local/national), to support, monitor, evaluate and improve aspects of school life, including challenging poor performance. • Effective communication and interpersonal skills. • Ability to communicate a vision and inspire others. • Ability to build effective working relationships. 	<ul style="list-style-type: none"> • Knowledge of the work of other agencies and opportunities for collaboration. • Knowledge of local and national policies, priorities and statutory frameworks. • Knowledge of curriculum and assessment, including subjects and cross-curricular aspects. • Knowledge of accountability processes through Ofsted.
Professional Attributes	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school. • High personal standards and high expectations of themselves and others. • The ability to relate well to all members of the school community. • A sense of humour. • A flexible approach to school life. • Ability to work under pressure and prioritise effectively. • Commitment to maintaining confidentiality at all times. • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position. • A commitment to excellent attendance. • A commitment to health and safety. • A strong belief in the importance of extra-curricular activities and a willingness to be involved. 	