



Astrea Academy Trust

INSPIRING BEYOND MEASURE

Main Entrance

DEARNE

**Head of Step-Out Provision**

**CANDIDATE PACK**

**SCHOLARSHIP**

**TENACITY**

**CURIOSITY**

**RESPONSIBILITY**

**RESPECT**

Dear Candidate,

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage. Our academies are based across South Yorkshire and Cambridgeshire, often in areas which have experienced generationally poor educational opportunities. Our role is to change that. We want to play our part in the social regeneration of these areas.

We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve.

With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality, but our sense of what defines us is still evolving. With this in mind, we are looking for leaders who:

Want to be part of our journey to outstanding, shaping our vision, and helping us to unlock the collective power of our system. If you're a solo flyer, our Trust is not for you.

Share our commitment to an inclusive, aspirational and academic education for all pupils.

Believe that in a Multi-Academy Trust, the whole is greater than the sum of the parts and that it is our collective responsibility to get the best outcomes for all our pupils.

Bring expertise, aspiration, courage, and a collegial approach. We are brave for our communities and we welcome challenge and ambition.

Are authentic, visible and driven.

Bring an academic perspective to their work, supported by well-researched, well-evidenced approaches that make us think and push the trust's practice forwards

Want our schools to be joyful places to learn, underpinned by expert teaching, brilliant curriculum, broad opportunities for learning and excellent consistent behaviour in every classroom.

For our part, we commit to challenging you, inspiring you, supporting your development and giving you access to leadership opportunities not only within your own school, but also across our Trust as your role develops.

Best Wishes

Rowena Hackwood

CEO at Astrea Academy Trust



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# Job Description

**JOB TITLE:**  
Head of Step-Out Provision

**REPORTING TO:**  
Trust Vice Principal

**SALARY RANGE:**  
£39,683 - £45,226 per annum  
SCP 31 - 36

**ACTUAL SALARY IF PRO RATA:**  
£35,013 - £39,939 per annum

**CONTRACT TYPE:**  
Permanent

**WORKING PATTERN:**  
37 hours per week  
Monday to Friday - 7.45am - 3.45pm  
Term time contract - 39 weeks per year  
38 weeks of term time, plus 5 INSET days per annum

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# Role Description

## Purpose

The Head of Step-Out Provision is required to lead the operational management, development and leadership of the Step-Out Provision, under the direction of the Trust Vice Principal for Internal Provision.

## Main Duties and Responsibilities

- Be an effective operational leader, working to improve standards at Astrea Academy Trust and whole school level for students who struggle in the mainstream
- Monitor the quality assurance of the Step-Out provision
- To act as the main contact for Step-Out with Vice Principals in the South Yorkshire region
- Nominated Designated Safeguarding Lead for the Step-Out Provision
- Manage and lead the Step-Out team including quality assurance of the work carried out
- Lead meetings with the student, external agencies, and families to ensure a detailed integration meeting is held before admission to the Step-Out provision, and that all stakeholders are aware of required actions, timed to ensure that students are supported in a wraparound care approach.
- Lead in the development, implementation and monitoring of systems relating to Step-Out provision supporting to find solutions to complex issues
- Lead on decision making around return to full time mainstream education by implementing transition timetables and support plans back into the directing academy
- Model and maintain high standards of conduct and behaviour
- Ensure and maintain a positive, calm learning environment through endorsing appropriate behaviour of students
- Make decisions in relation to student admission to the Step-Out provision in consultation with the Trust Vice Principal for Internal Provision
- Ensure that Astrea Academy Trust academies are places where all children thrive by upholding and modelling Astrea Academy Trust values in all aspects of the role
- Lead in the development of policy for the provision at both KS3 and KS4 which guides effective practice in accordance with the aims and objectives of Astrea Academy Trust
- Contribute to internal provision innovative practice across Astrea Academy Trust so that children, in an alternative environment succeed in education and life and the Step-Out provision is an engaging place to come to undertake their studies
- Take responsibility as determined by the Trust Vice Principal for Internal Provision for the planning, monitoring and evaluation of provision within their defined areas of responsibility
- Develop a safe, healthy and purposeful environment in which to learn and work
- Manage relationships with parents/carers and all other key stakeholders including senior leaders at other academies across Astrea Academy Trust
- Collaborate on the internal provision curriculum to develop a powerful education for our students as well as developing partnerships with local, regional and national groups to enrich students' education
- Work with the South Yorkshire Senior Leadership Teams, Astrea Academy Trust and Local Governors to ensure robust operational systems are in place that support efficient and effective functioning of the provision
- Maintain strong working relationships with the relevant agencies and educational welfare / attendance colleagues
- Develop productive practice with the academies in the wider local area and develop partnerships with key stakeholders including the Local Authority
- All employees are required to meet the expected level of performance necessary for undertaking their role, whilst demonstrating positive behaviours in line with Astrea Academy Trust Values
- Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment
- All employees are required to comply with all Astrea Academy Trust statutory and school policies and act in accordance with them as necessary
- All employees are required to demonstrate a continued commitment to professional development and undertake all relevant mandatory training associated with their role
- This list of key responsibilities is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary.

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# Person Specification

## Skills and Capabilities

### Essential

- Experience of working with children and young people in a variety of situations
- Experience of working with vulnerable young people and families
- Practical knowledge of behaviour management in schools
- Experience using IT packages including Word, Excel, Outlook, PowerPoint and Microsoft 365
- Experience of working with sensitive information and data
- Excellent communication and interpersonal skills
- Excellent numeracy and literacy skills
- Knowledge of safeguarding procedures
- Willingness to undertake Trauma Informed Practitioner and Thrive Practitioner Training
- Experience forming and leading successful teams
- Ability to build student self-esteem and motivate students to do their best
- Highly organised, operating efficiently and effectively
- Resilient and adaptable
- Ability to prioritise workload; work under pressure and to tight, often competing deadlines
- Ability to establish professional, effective relationships with a range of partners/colleagues, children and young people and parent/carers.

### Desirable

- Working knowledge of the law relating to attendance in education for a learner aged 16 and below
- A working knowledge of SEN/LAC/Safeguarding and different techniques available to support individuals through difficult or challenging situation.

## Qualifications

### Essential

- Strong academic track record, qualified to degree level or above
- GCSEs, or equivalent including English and Mathematics at a grade C/4 or above.

## People Management

As an Astrea Academy Trust people manager, your primary role is to ensure that the objectives of the department and organisation are met through the effective leadership and management of your team.

Typical areas of responsibility include: people related tasks such as interviewing and selection, induction and probation, recognition, motivation and engagement, performance management and appraisal, training, coaching and staff development and management of employee relations issues, such as disciplinary, grievances, managing sickness absence and employee wellbeing.

## General Information and Working Arrangements

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team.

To be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

To take responsibility for the implementation of, and compliance with, policies and procedures relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and / or Senior Leadership Team as required. Trade union representation will be welcomed in any such discussions.

**The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**

**The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them.**

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# About Astrea Academy Trust

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

## Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

## Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

## A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

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# Employee Benefits

At Astrea we want all our employees to flourish and grow both professionally and personally, to help us support this mission we provide all our employees a generous range of benefits to support them in their personal and professional lives

## Employee Benefits

You thrive, we thrive 



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### LIFE ASSURANCE

In the event of your death, your family have the benefit of financial support with life assurance cover provided through the pension scheme.



### ASTREA PENSION SCHEME

Joining the Astrea pension scheme is one of the most tax efficient ways to save for your retirement. We offer our employees up to 24%\* employers contributions.

Because your future matters to us.



\*Depending on pension scheme

### EMPLOYEE ASSISTANCE PROGRAMME

All of our employees receive the Health Assured EAP. We recognise the personal challenges that our people face and are proud to provide a service to support their emotional, physical, social and financial wellbeing.



Download the Health Assured WISDOM app via the app store.

### ASTREA TALENT PROGRAMME

We believe in illuminating our people and connecting them with their purpose. Our Astrea Talent Programme provides career pathways to ensure our people flourish through learning and development opportunities.



### GENEROUS ANNUAL LEAVE



We offer our employees generous leave entitlement.

We know that giving you sufficient annual leave to do the things that matter to you is important.

### AND MORE....



- Professional membership contributions
- Cycle to work scheme
- Flexible / hybrid working\*
- Eye care contributions
- Referral incentive for recruitment

\*dependent on role



Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer, we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.



#### **Astrea Talent Programme**

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.

Here at Astrea Academy Trust we know that diversity fosters creativity and innovation. We are committed to developing and retaining a workforce that is representative of the diverse communities that we serve. We are committed to equality of opportunity, to being fair and inclusive and building our culture of belonging. We therefore particularly encourage applications from candidates who are likely to be underrepresented in Astrea's workforce. These include people from Black, Asian and minority ethnic backgrounds, disabled people, LGBTQI+ people, and men.

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