



KINGSBURY  
GREEN  
ACADEMY



# Recruitment Pack

## Headteacher

*Achieving Excellence Together*

# Job Role



**Salary:** Leadership pay spine point – L29 – 35 (DOE)

**Type of role:** Permanent and Full Time

**Closing date:** 9am Friday 10<sup>th</sup> May 2024

**Interview date:** Monday 13<sup>th</sup> & Tuesday 14<sup>th</sup> May 2024

**Anticipated Start date:** September 2024

## Job description

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge, and abilities required to do the job.

The criteria listed within the job description detail the areas which will be assessed at both application and interview. It is important that you identify the competencies, experience, qualifications, knowledge, and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

Main purpose:

The headteacher will:

- Ensure the school's ethos and strategic direction completely align with the aims and values of Ascend Learning Trust.
- Adopt, establish, and oversee systems, processes, and policies so the school can operate effectively within the Trust.
- Identify problems and barriers to school effectiveness and develop strategies for school improvement that are realistic, timely and suited to the school's context which fit into the Trust school improvement framework.
- Work with the Trust to make sure all school improvement strategies are effectively implemented.
- Monitor progress towards achieving the school's aims and objectives.

- Be part of the Trust Educational Leadership Team (TELT) and be the number one advocate for the Trust within the school.
- As part of TELT, be responsible for ensuring the Trust mission and vision are shared within the school.

### **Qualities:**

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour, and professional conduct.
- Build positive and respectful relationships across the school community and the Trust.
- Serve in the best interests of the school's pupils.
- Hold and live by values which align to the Trust values of Belong, Believe & Become.

### **Duties and responsibilities:**

School culture and behaviour:

The headteacher will:

- Create a culture where pupils experience a positive and enriching school life.
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism.
- Establish a culture of high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the Trust/School behaviour policy.

Teaching, curriculum, and assessment:

In order to achieve excellence together, the headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence.
- Ensure teaching is underpinned by subject expertise.
- Effectively use formative assessment to inform strategy and decisions.
- Ensure the teaching of a broad, balanced, coherently sequenced and highly ambitious curriculum.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.



## Additional and special educational needs and disabilities (SEND):

The headteacher will:

- Promote a culture and practices that enable all pupils to access the curriculum.
- Have ambitious expectations for all pupils with SEN and disabilities.
- Make sure the school works effectively with parents, carers, and professionals to identify additional needs and provide support and adaptation where appropriate.
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

## Managing the school:

The headteacher will:

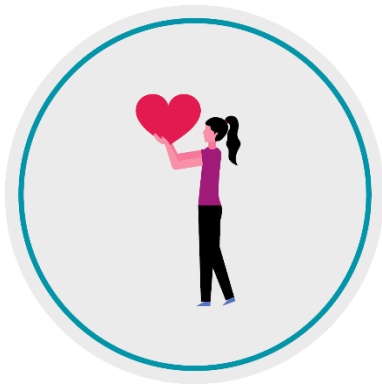
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Ensure support and challenge for all staff.
- Ensure rigorous approaches to identifying, managing, and mitigating risk.
- Maximise the potential of every individual.
- Maintain at least a Good Ofsted rating.

## Professional development:

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities.
- Keep up to date with developments in education.
- Ensure training and continuing professional development is effectively planned, delivered, and evaluated.
- Make sure professional development opportunities draw on experts both within and beyond the school and Trust.
- Seek training and continuing professional development to meet the needs of all staff members.





### **Governance, accountability and working in partnership:**

The headteacher will:

- Understand and welcome the role of effective governance through the Governing Body and the Trust Board
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations within and beyond the Trust.
- Maintain working relationships with fellow professionals and colleagues within the Trust and the school to improve educational outcomes for all pupils.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Trust brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, whistleblowing, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Trust Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the Trust and beyond.
- Represent the Trust at events as appropriate and as directed by the Chief Executive Officer.
- Support and promote the Trust ethos, vision, and values.



# Person Specification

## Knowledge and experience

Criteria	Knowledge & Skills	Essential/Desirable
<b>Qualifications and Training</b>	Educated to degree level	E
	Evidence of continuous professional development or training in preparation for leadership	E
	Qualified Teacher Status	E
	Hold leadership qualification. OTS, NPQH, MBA	D
<b>Experience</b>	Successful leadership and management experience in schools	E
	Demonstrable experience of successful line management and staff development	E
	Involvement in school self-evaluation and development planning	E
	Demonstrate success in establishing a performance culture to drive improvements	E
	Experience of leading safeguarding to ensure safety of students, and staff at all times.	D
<b>Skills</b>	Commitment to uphold the 7 principles of public life (the Nolan principles) at all times	E
	Ability to lead and motivate the workforce to achieve a performance culture and a high standard	E
	Inspirational leadership which encourages all staff to raise to the challenge	E
	Flexible resilient attitude with the ability to embrace change	E
	Ability to work under pressure and prioritise effectively	E



## How to apply

Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link:

[Kingsbury Green Academy MyNewTerm](#)



Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications is it not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

**If you would like to arrange a visit to the school, for more information, or to speak to the CEO about applying, please contact recruitment on 01793 781485.**

# Kingsbury Green Academy



**Thank you for visiting our employer profile. We hope you'll enjoy learning more about the excellent opportunities for teaching at Kingsbury Green Academy and living in the nearby area.**

Kingsbury Green Academy, which is part of the successful Ascend Learning Trust, opened its doors for the first time on the 5th of September 2019. We are an ambitious, forward thinking 11-18 Academy situated in a beautiful location on the outskirts of Calne in Wiltshire.

## Our Facilities

The school has superb facilities which include: 13 Science Labs, a Design and Technology complex, digital media centre and the latest computer-aided design and ICT facilities. Sport is important at Kingsbury Green and we enjoy a sports hall, gymnasium, tennis courts and 33 acres of sports fields, as well as the use of the neighbouring 'Calne Community Campus'.

The Arts are supported with Art and Design studios, a photography dark room and processing facilities, fully equipped Drama studios and three purpose-built music rooms with practice rooms for instrumental tuition.

We also have a cafeteria with outdoor covered eating area, gardens, an on-site nursery (babies to pre-school) and a purpose-built Sixth Form Centre.

## Our Location

Our Campus is set on the edge of town, with views across the beautiful rolling Wiltshire countryside. Calne offers a great rural quality of life but is not far from other nearby towns and the M4, giving easy access to Bristol and to the South West. Wiltshire is home to the World Heritage Site of Stonehenge and boasts many other sites of historical interest.

Calne is some 19 miles east of Bath, 6 miles east of Chippenham, 13 miles west of Marlborough and 16 miles south west of Swindon. We welcome visits to the school for prospective candidates.





# Welcome, from the CEO

## Dear Applicant

Thank you for taking an interest in Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'. As a community of schools, we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued. As a result of our newly founded values, we strive to ensure that students receive an incredibly high standard of academic and pastoral care to enable them to leave school with the very best platform for their future. The schools within Ascend Learning Trust are a family, and as such they support each other to continuously improve, providing strength to each other.

As a mother of 3 school age children at both primary and secondary level, I know how important young people's school experience is and it is a privilege to lead an organisation whose purpose it is to support this. As the newly appointed CEO of Ascend Learning Trust (from September 2023) I am fully committed, along with all of our staff to ensuring that each child's education is the very best that it can be.

This pack will give you details of the job description and list the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge, and abilities required to do the job. It is important that you identify the competencies, experience, qualifications, knowledge, and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

## References

We will require two satisfactory references before a job offer is confirmed; one of which must be your Line Manager / Headteacher in your present or most recent employment.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

Further information about the Ascend Learning Trust and the Academies within it, is available on our website [info@ascendlearningtrust.org.uk](mailto:info@ascendlearningtrust.org.uk) We hope you will feel inspired to apply to work within the Trust.

Yours sincerely

**Jane Coley**  
Ascend Learning Trust CEO

# About Ascend Learning Trust



Welcome to Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'.

As a community of schools we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued.



### Compassion

To always show kindness, inclusivity and empathy to each other and to encourage others to behave this way. To care for those around you and to consider the needs of all.

### Aspiration

To 'dream big' and to set your goals with no limits. You work hard towards your goals and follow your dreams and always believe that anything is possible.



### Respect

To treat everyone as you would always wish to be treated in both words and actions. This means listening to others, appreciating differences, showing kindness and always being considerate.

### Dedication

Always try your very best to commit to and achieve all of your goals and never give up even when things are tough. Face challenges courageously and keep focused on your goals.



### Integrity

Holding true to what you believe in and act in a way that shows this. Always be honest and if you are in the wrong accept feedback and apologise.

Our vision at Ascend Learning Trust is to create a sense of belonging for everyone. All our young people receive a holistic world-class education regardless of where they come from or their life challenges. They will leave their Ascend community with outcomes that opens doors to a fulfilling and successful future.

# Work for us

As well as our commitment to staff development opportunities we also offer a wide range of services which supports your employment journey with us, these Include:

## Professional Development

The aim is for our offer and indeed entitlement for staff to receive the very best possible opportunity. Investing in our staff is investing in our future. The structures on offer will focus on professional learning and look at highly effective strategies that work in the classroom.

In addition, there will be a thematic approach to your development so that you can choose the most appropriate areas for your development. These themes will focus on Teaching and Learning, Leadership, and Coaching and Communication, and can either be taken in isolation or combined to increase your overall level of practice.

## Wellbeing

We are committed to ensuring all staff have a safe environment to work in and we promote good health and wellbeing. As a signatory of Mindful Employer we are committed to reducing the stigma attached to mental health and work with schools to develop a strategy for wellbeing for each school.

This includes:

- Developing a wellbeing statement which focuses on the commitment to support staff health and wellbeing,
- Providing opportunities to ensure there is a trained mental health first aider in each school,
- Supporting staff through a dedicated EAP which offers counselling, CBT courses and advice and guidance to all staff,
- Offering OH support to ensure staff are supported when required.

## Benefits

We also offer an excellent staff benefit package which include discounts on high street stores, restaurants, cinemas and gyms as well as having a wellbeing hub and a cycle to work scheme. Examples of great discounts currently on offer include:

- 10% off Eyewear
- 20% off Gym Membership
- 25% off monthly subscription to online gym memberships
- Hundreds of offers and discounts and cashback on local and national stores
- On site flu vaccinations
- Teachers and Wiltshire Pension scheme
- Generous annual leave for support staff up to 31 days + 8 bank holidays per year (with 5 years' service)





## References

We will require two satisfactory references before a job offer is confirmed; one of which must be your line manager / headteacher in your present or most recent employment.

If you are at school/college or are leaving university, please give details of the name and address of your Headteacher or tutor.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

All staff are required to undertake employment checks which include:

- References (for all staff and volunteers)
- Right to work in the UK (ID check)
- Qualification checks
- Barred List check
- DBS check (for all staff and volunteers)
- Childcare Disqualification check (primary only)
- Online Search checks
- Health checks

Ascend 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. We particularly welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences.

References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children, then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.