



**Castle View
School**

Pursue Excellence | Be The Best



**Job application Pack
Assistant Headteacher:
Inclusion & Behaviour: Attitudes to Learning**



ZENITH
MULTI ACADEMY
TRUST

The Vacancy



**Castle View
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**Assistant Headteacher
To start September 2022
Teachers Leadership Scale L11-L15
Salary £54,357 - £59,874**

Do you want to make a real difference to the life chances of students and the communities we serve? Do you have the potential to achieve the best possible outcome and highest level of wellbeing for all students? If so we are looking for an Assistant Headteacher to join our forward-thinking Senior Leadership team.

We are looking for someone with vision, drive and strong leadership skills with a proven track record. Responsibilities will be focused on behavior and learning. We are particularly interested in candidates who share our commitment to improving the life chances of young people regardless of background.

This is a superb opportunity for an ambitious senior leader who is heading towards Headship and is ready to take the next step.

We are looking to appoint a colleague who shares our commitment to high standards of professionalism and academic achievement for every one of our students and who will go the extra mile to help them achieve excellence. If you are an outstanding practitioner with a commitment to high standards, we would be delighted to hear from you and look forward to receiving an application.

Opportunities for further progression will be available across the MAT for enthusiastic and ambitious candidates. This is a public facing role, so fluency in English is required.

We are looking for a candidate who:

- Believes that every student, regardless of their background, can make outstanding progress.
- Is rigorous, relentless, determined, creative and inspirational in their style and presence as a leader.
- Utilises a variety of teaching methods to present engaging, academically challenging and thoughtful lessons.
- Is caring and has the drive and passion to continue to develop strong relationships and wellbeing with staff, students, parents, governors and the local community.
- The ideal candidate will be able to display dynamism and determination.

This is an exciting opportunity to join a team who truly aim to make a difference, not only to student life chances and successes, but also developing young people who contribute to society with kindness and confidence.

We can offer you:

- Enthusiastic, friendly and talented students
- A dedicated, experienced and hardworking team of staff with a strong sense of collective endeavor
- The opportunity to develop within a school which is supported by a highly effective Trust that is committed to staff wellbeing and development.

Applications

To apply for the role please download the application form from the vacancy page on <https://www.zenithmultiacademytrust.co.uk/vacancies/>, completed applications should be submitted to recruitment@zmat.co.uk. CV's will not be accepted without a completed application form.

You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application (supporting statement). Please ensure you say why and how you meet the criteria from the person specification in your letter of application. Full job description and person specification can be found at the end of this pack.

Closing Date: Midday 20th May 2022

Interview Date: W/C 23rd May 2022

If you have any queries, wish to discuss the role informally or undertake a visit to the Trust, please do not hesitate to contact us via email recruitment@zmat.co.uk or telephone 01702 426707.

We look forward to receiving your application. You will be notified of your application status within two weeks of the vacancy closing date.

Safeguarding Children & Young People

The Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

Welcome from the CEO



It gives me great pleasure to welcome you to our Trust, and I very much hope this job application pack you gives you a sense of what it is like working in our Trust, including our vision and values.

We are a small, locally-based Trust in South East Essex, currently comprising one primary school and three secondary schools: Laindon Park Primary School and Nursery, The James Hornsby School in Basildon, Castle View School in Canvey Island, and The King John School in Benfleet.

We are intentionally a small local Trust and very much see our role as central to the communities we serve.

As a member of staff within the Trust, you become part of a dynamic network of staff working to achieve a shared vision for all of our children. You become a valued member of a small group of schools, able to shape the education of future generations. In doing so, we hope that you feel really well supported in your career, and that your well-being is always considered. As a member of our Trust, you engage in a professional learning journey which develops you as a practitioner, and allows you to use your talents to transform lives and make a genuine difference.

Our Core Purpose

To enhance the life chances of every child and drive social mobility.

Mission Statement

A quality education and experience for all.

Values

Dignity

Collaboration

Positivity

Aspiration

Vision

Zenith Trust will ensure excellence across the pillars of school improvement, governance, and business operations, harnessing the transformative power of collaboration so that all students attend truly outstanding schools.

Regardless of background or need, all students will achieve highly and have high levels of well-being, because they are taught and supported by the very best staff, who are well-trained and supported, buy into Zenith's vision, and are committed to providing a quality education for all. School leaders act ethically, inclusively, and always with the child's best interests at heart. Our students will be aspirational for themselves, enjoying their time at school, and flourishing as individuals within a safe, secure and nurturing environment.

All Zenith schools value students' social, moral, cultural, and spiritual development, building exceptional character so that students are kind, resilient, and inspired to be life-long learners. By working closely with the families and local communities we serve, and listening to students' voices, students will be well-prepared for life in a modern, tolerant Britain. They will secure outstanding academic outcomes and high quality destinations, always well-prepared for their next steps. As adults, they will lead happy, purposeful, and rewarding lives, and make a positive contribution to the world.

Andy Hodgkinson

Chief Executive Officer

Why work for Zenith Multi Academy Trust?

Thank you for considering Zenith Multi Academy Trust as your potential new employer.

If you share our commitment to securing transformational change and sustainable school improvement, and would like to be part of our vision to provide excellence in education, we would like to hear from you.

In return we can offer you:

- A friendly Trust which places staff wellbeing and development at the forefront of everything we do
- School settings with excellent facilities
- Access to high quality and bespoke CPD across the Trust
- A supportive and positive Early Careers program run in partnership with University College London and Chafford Hundred Teaching School Hub
- The opportunity to develop your career with and across the Trust Schools
- The Trust are looking to be early adopters of the new NPQ's

Staff Wellbeing

The Trust is committed to providing a safe and healthy working environment for all staff and supports management practices that promote good health and wellbeing of all its employees. The Trust recognises that wellbeing and performance are linked. Improving employees' ability to handle pressure and to balance work and home life will ultimately lead to improved individual and Trust performance, including better outcomes for students.

The Trust has adopted a number of policies to support our commitment to staff wellbeing, including:

- Mental Health and Wellbeing policy which focuses on the Trust's commitment to maintaining the health and wellbeing of staff
- The Health and Safety policy which provides a framework for, and measurement of, safe places to work; and
- The staff Recognition and Reward policy which ensures our staff feel valued for the work they do and recognised for the contribution they make.

The wellbeing and training of our staff are seen as critical in creating the most effective and talented staff team. The high calibre of our staff means that we are constantly striving to improve so that we can provide the outstanding level of education that all our diverse and talented young people deserve.

Continuing Professional Development (CPD)

At Zenith Multi Academy Trust, all staff are encouraged to develop their knowledge, skills, understanding, and attitudes to enhance their professional work, regardless of experience. We work towards 'a culture of excellence', where all staff have the opportunity to continue to improve and sharpen their knowledge and practice.

Working for Zenith brings other benefits:

- Free Benenden Healthcare Scheme
 - Access to a GP 24/7 hours a day seven days week for you and your immediate family
 - Access to a Mental Health Helpline 24 hours a day seven days a week
 - Access to a care adviser who can provide advice and information on adult care issues
 - Medical Diagnostics
 - Medical Treatment at one of the hospitals in our treatment network for certain procedures.
 - Physiotherapy
 - Mental Health Counselling Support
 - Financial Assistances to a care adviser who can provide advice and information on adult care issues
- Access to Benenden Healthcare rewards and discounts scheme
 - 46% off digital fitness subscriptions
 - 22% off activity trackers from Fitbit
 - Save up to 11% on the cost of gift cards of E-Gifts
 - Lifestyle shopping vouchers – save 6%
 - Home movies rentals – save up to 40%
- Access to Bike2Work scheme
- On site staff counselling programme
- Eye sight tests
- On-site free medical health checks
- On-site flu jab clinics
- Free access to on-site gym facilities
- Generous Teachers' Pension and Local Government Pensions schemes
- Generous annual leave entitlement for full-time support staff up to 29 days + 8 bank holidays per annum



The Schools of Zenith Multi Academy Trust



**THE
KING JOHN
SCHOOL**

A QUALITY EDUCATION FOR ALL

Daniel Steel, is the Headteacher at The King John School, as a parent of two young children himself, he leads the school through the eyes of a parent, with very high expectations and aspirations for his student. The King John School is a popular, oversubscribed school where students' very high attendance and levels of achievement reflect their commitment and enjoyment of school life. The school is a large, mixed comprehensive with a well-established sixth form, and serves the ever-growing communities of Thundersley and Benfleet, as well as welcoming students from further afield.

To enable their students to be happy and successful learners, they strive to create a caring, supportive and aspirational learning community, with high expectations and opportunities for all. They believe in offering a broad and balanced curriculum to enable students to flourish as individuals, and to achieve future success in whatever they choose to become later in life. This includes a strong emphasis on sport and the Arts. Opportunities for extra-curricular activities are extensive for all to support in developing knowledge, skills and cultural capital beyond the classroom setting. These opportunities include enterprise, creative performing arts, and a wide variety of trips and visits. Added to this their sporting expertise which puts them at the top of the county and national championships in a whole range of sports you will see the school has a lot to offer. They strive to nurture and develop global citizens of the future by celebrating success and valuing aspiration. They are determined every student should maximise their potential.

The recruitment, retention, and training of fully-qualified staff play a key part in their drive to secure strong academic outcomes for all students, and to instil a life-long love of learning. They understand the vitally important role of partnerships between families and school, and value their relationships with all members of the community they serve.

They have a thriving sixth form, which has been significantly extended to provide a wealth of additional state-of-the-art facilities. Students achieve well in a wide range of subjects and over a three year trend, the results are in the top 15% of over 2000 schools with 68% A*, A or B grades at A-level. Students' destinations are very strong, and they progress to Higher Education, including Cambridge and other Russell Group universities, apprenticeships and employment.



Laindon Park is a small school located in a rural unspoilt area. Their building retains a Victorian character with many historical features. The Headteacher of Laindon is Cristina Portoles, who ensures that they are a school where the child is at the heart of everything they do and leads the decisions they make.

As Ofsted said about them "pupils are happy and enjoy school". The school is always aiming to improve, not only the education that they provide to pupils but also the services and goods that they provide to the local community. Their SAT results are consistently good and put them in the top 4% of primary schools in the country.



Castle View School

Pursue Excellence | Be The Best

Steve Durkin is the Headteacher of Castle View School. The school is a place where students are put first in everything the school does. Their aims are to pursue excellence, to be the best they can be and they achieve this by working together with parents and the wider community to bring out the very best in their young people.

A good education inspires, opens doors and makes a difference to the lives of individuals, their families and the wider community. Therefore, the school takes their responsibilities as educators very seriously, doing all they can to help their students achieve anything and everything they set their minds to. The school also takes great pride in providing a happy and harmonious learning environment – one where every student is known as an individual.

As well as valuing academic success, the school strives for every child to become a well-rounded, caring and confident individual who plays a part in their community, and has the skills and mind-set to contribute positively to our wider society.



The James Hornsby School

Together we excel

The James Hornsby School is an oversubscribed 'Good' school; as rated by Ofsted, where students are at the heart of all we do. We have a strong family ethos where we believe "Together we excel".

The Headteacher Tammy Nicholls firmly believes that these are our key drivers for success not only for our students, but for our staff as well. We welcome the chance to meet with you and discuss your development opportunities as part of the James Hornsby and Zenith family!

We focus on developing independent and resilient learners by removing barriers to success and providing a safe and happy environment that allows young people to strive.

Our curriculum provides breadth to ignite hope, drive ambition and enhance life chances by providing qualifications that open the doors to opportunity.

We believe our community is outstanding and as such we strive to achieve outstanding learners and leaders at all levels, by providing outstanding curriculums and learning opportunities and promote outstanding attitudes and outcomes from all.

As a school we pride our self on our core values of:

A Family ethos

Take Pride

Ambition

Excellence



The King John School



Laindon Park Primary School



The James Hornsby School



Castle View School

Testimonials

Working at Castle View has provided me with a huge number of opportunities for personal development. There has been an incredible amount of support from colleagues, and I am proud to be a part of the team. The performance review process gives me a chance to assess where I currently am and my goals for the future. The quality of the CPD means that I feel I am given the tools to be the best classroom practitioner possible, and this is constantly being developed. Wellbeing is a priority, and it genuinely feels like my colleagues care.

- Director of Learning, Castle View School

Since joining as an instructor in 2018, I have been continuously supported by Castle View, and the wider Zenith Multi Academy Trust. This has included fortnightly mentor meetings and frequent observations, feedback and support with my pedagogy; a second school placement at another school within the Trust; and regular CPD opportunities. This all resulted in me achieving my Qualified Teacher Status last December via the Straight To Teach route (which was also funded by the school). Despite only recently qualifying, I am already in discussions with Castle View about my progression and moving on to the next stepping stone of my career and development.

- Teacher of Maths, Castle View School

In the short time I have worked at Castle View School, I have been surrounded by colleagues, at all levels, who have been so supportive and encouraging and have helped me settle into the school culture, quickly and positively. At Castle View School, the Senior Leadership team are extremely supportive of staff progression, allowing staff to show they are trusted. I have personally been able to demonstrate my strengths in other areas outside of the classroom; I am so grateful for being able to be a part of the School's Improvement Plan, as Excellence Strategy Coordinator with a focus on parental engagement on social media platforms and lead on The School's Inspire Magazine, for Excellence. I have also been given the fantastic opportunity to mentor another colleague in their ECT programme. I have really flourished, since being here and have welcomed the new challenges and exposure.

I feel that staff are valued.

- Teacher of English and Media, Castle View School

Castle View have been very supportive of me and my teaching career. They funded my degree which I completed whilst working firstly as an LSA, then as a cover supervisor and finally as an unqualified music teacher here. They then went on to finance and support my Assessment only route into teaching, enabling me to achieve QTS last year. Castle View have a genuine interest in encouraging and championing their staff which is evident in the way they have 'backed' me.

- Teacher of Music, Castle View School

Assistant Headteacher Job Description

Core Purpose

The Assistant Headteacher shall play a major role under the overall direction of the Headteacher in;

- (a) Formulating the aims and objectives of the school;
- (b) Establishing the policies through which they shall be achieved;
- (c) Managing staff and resources to that end; and
- (d) Monitoring progress towards their achievement;

The Assistant Headteacher shall undertake any professional duties of the headteacher reasonably delegated to him/her by the headteacher.

Reports to: Deputy Headteacher: Student Wellbeing & Development

Principle Accountabilities

Management

- To implement the School's Inclusion & Behaviour Vision for all Stakeholders
- To ensure that behaviour is monitored, identifying Barriers to Learning
- To liaise with key personnel such as the SENDCO, DSL and others as part of the Unmet Needs, School Improvement Plan strategy
- To ensure rewards and recognition are central to the ethos of positive attitudes to learning
- To ensure the implementation and Impact of the Behaviour for Learning Policy and Practice through the Strategic Leadership of Heads' of Years
- To represent the School at the Local Behaviour & Attendance Partnership (BAP) group
- To maintain oversight of pupils who access Alternative Provision
- To maintain oversight of Pupil Movement (into and from Castle View School) monitoring trends and oversight of practice
- To maintain oversight of the Personal Development Programme working with the PD Lead to ensure themes are weaved into the assembly and tutor time programme
- To maintain a positive and proactive link with parents, carers and outside agencies.
- To promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- To ensure high standards of staff professionalism

Operational:

- Operational Leadership of Heads' of Years and the Student Support Officers
- Leadership of the Ocean Suite: internal isolation
- Leadership of Managed Moves, Internal and External Exclusion (including reintegration meetings)
- Manage the school sanction process: identifying trends and action for impact
- Monitor and hold the anti-bullying log and liaise with the Designated Safeguarding Lead and others to ensure we promote an anti-bullying culture where all pupils feel safe
- To maintain high quality records
- To be part of multi-agency working, where required

Specific Duties

- Working with the Deputy Headteacher: Student Wellbeing & Development to lead the pastoral vision for the school, ensuring the implementation of school systems aligned to continuous development and improvement of practice and outcome
- Support the Deputy Headteacher, to ensure that all statutory and best practice systems to safeguard children are in place and that there is appropriate support for pupils who are vulnerable or at risk of exclusion such that they achieve positive outcomes
- Ensure the vision, ethos and core values of the school are regularly and clearly communicated to staff, pupils, parents and carers
- Work with the Deputy Headteacher and Attendance Officer strategically and operationally on improving attendance and punctuality, demonstrating measurable outcomes
- Lead Heads' of Year, ensuring that they operate effectively following school policies and procedures in order to maximise the achievement and ensure the wellbeing of all pupils
- Line manage designated staff and may be asked to be a leadership link to a subject area
- Maintain a strategic oversight of behaviour data, preparing reports and proactively identify trends of behaviours to stakeholders including preparing information for Governors as appropriate
- Monitor standards of behaviour and pastoral care and identify areas of improvement to raise standards
- Ensure behaviour policies are clear, relevant and current and are implemented consistently across the school
- Ensure that effective systems of rewards and celebration are in place for all pupils
- Support the Senior Student Support Officer: Safeguarding, Wellbeing & Welfare to ensure high levels of wellbeing for all students (para 173 KCSIE) and help promote educational outcomes by sharing information about the welfare, safeguarding and child protection issues with teachers and school staff as part of the school's Learning Attendance, Behaviour & Safeguarding panel (LABS)
- Keep up to date with developments relevant to the role in line with Keeping Children safe in Education (Appendix B) as amended from time to time
- Understand the Early Help Process (page 106 KCSIE)
- Liaise with the headteacher to inform him or her of issues- especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations

- promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances

Teaching

- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils
- Participate in arrangements for preparing pupils for external examinations.
- Whole school organisation, strategy and development
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision
- Work with others on curriculum and/or pupil development to secure coordinated outcomes.
- Supervise and so far as is practicable, teach any pupils where the person timetabled to take the class is not available to do so

Health, safety and discipline

- Promote the safety and well-being of pupils
- Maintain good order and discipline among pupils

Management of staff and resources

- Direct and supervise support staff assigned to them and, where appropriate, other teachers
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff
- Deploy resources delegated to them effectively

Professional development

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction

Communication

- Communicate with pupils, parents and carers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

The Governing Body is committed to safeguarding and promoting the welfare of children and young

people, and expects all staff and volunteers to share this commitment.