

Assistant Head of Key Stage

Term Time Only

Band G, points 8 to 13 (£26,824 - £29,064)

(Actual Pro Rata Salary £23,071 - £24,999)

Application pack contents

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“Grace Academy Coventry is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”

Welcome from the Principals

Thank you for taking the time to read the information regarding our current vacancy. We hope you find the information you are looking for and that you develop an understanding of the atmosphere, vision, ethos and aims of Grace Academy.

Grace Academy is a welcoming and caring community where our core values of Limitless Potential, Intentional Excellence, Mutual Respect, Genuine Integrity and Amazing Grace based on Christian values, run through all we do. Our Values are central to our ethos, day-to-day curriculum, extra-curricular activities and pastoral structures. We aim to be aspirational and proud of who we are. We believe that all our students should be happy and safe and have the Limitless Potential to succeed.

We have amazing students here at Grace who deserve the best possible life chances. We encourage students to be praised and recognised whilst at the same time being challenged to meet our expectations.

At the centre of all we do is the focus of what is best for our students; we not only focus on the academic excellence of students but also work with students on supporting them to be the best human beings they can be. Our team pride ourselves on making decisions from a position of integrity. As parents ourselves, we strongly believe that if it is not good enough for our children, then it is not good enough for Grace students. This is even more important in the current climate, as we put student wellbeing and aspirations at the heart of what we do. We believe it is important for all students leaving Grace Academy to have the self-belief and qualifications they need in order to follow the path they have chosen; that students do not limit themselves and that staff and parents work together to support them in raising their expectations and aspirations.

We value our staff and pride ourselves on our caring ethos with a strong and genuine focus on staff wellbeing. We are committed to developing our staff at all stages of their career, both internally and externally.

We have a friendly, innovative and exciting community in which to work and offer a variety of attractive benefits, such as an onsite gym and use of the sporting facilities, free eye care vouchers, refreshments available throughout the day, free lunches when on duty and the opportunity to be a part of the Staff Wellbeing and Workload Committees.

Grace Academy joined the TOVE Learning Trust in April 2019. We are a close-knit family of schools that have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the Trust collaborate to share expertise and maximise opportunities and experiences for our staff and students.

I hope that through reading the information pack, visiting our website, social media and reading our most recent Ofsted report you will be encouraged to apply for a position at Grace Academy.

Thank you for your interest in this post and we look forward to hearing from you.

Yours faithfully,

Mrs N Whiles
Executive Principal

Mrs E Wheller
Associate Principal

Job Advert

We are seeking to appoint an enthusiastic and highly effective Assistant Head of Key Stage to support the Heads of Year to lead the pastoral and academic performance of our students in order to achieve the highest possible standards and outcomes. This is a non-teaching role working term time only. The successful candidate will have strong communication skills and will have had experience of working with and supporting young people.

We are a welcoming and caring community where our core values of Limitless Potential, Intentional Excellence, Mutual Respect, Genuine Integrity and Amazing Grace based on Christian values, run through all we do. It is central to our ethos, day-to-day curriculum, extra-curricular activities and pastoral structures. Here at Grace Academy we not only focus on the academic excellence of students but also work with students on supporting them to be the best human beings they can be.

We have high expectations for all those involved in the education of children. It is important that all students leaving Grace Academy have the qualifications they need in order to follow the path they have chosen; that students do not limit themselves and that staff and parents support them in raising their expectations and aspirations.

We pride ourselves on our caring ethos with a strong and genuine focus on staff wellbeing, putting development and wellbeing at the heart of our work. We work hard to look after our pool of talented staff who are encouraged to grow, develop and work collaboratively.

We offer:

- A friendly, innovative and exciting community in which to work;
- A vibrant learning environment where students are ready and focused on learning;
- Professional development led by our 'Cultivating Excellence' structure to support a coaching culture across the Trust to enable staff to be the best they can be;
- Opportunities for training and development through the teaching school based at Sponne School;
- Access to an internal market for promotions within the growing group of TLT academies;
- Pension schemes for both teaching and support staff;
- Medish Health Plan which provides employees with access to a range of healthcare expenses covered within the Level 1 Policy (policies can be upgraded at your discretion);
- Use of the onsite gym and sporting facilities;
- Free lunch when undertaking a duty;
- Free refreshments in the staffroom to access throughout the day;
- Staff wellbeing/workload committees who help to support staff wellbeing and organise social events;
- Employee Assistance programme which provides free counselling and wellbeing packages;
- Free eye care vouchers and annual flu vaccinations;
- Free work laptop and use of up to date IT equipment;
- Plenty of on-site parking.

The Trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the Trust collaborate to share expertise and maximise opportunities and experiences for our students.

How to apply:

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre-application visit – we strongly welcome this. If you cannot make a visit, then please feel free to phone us to talk about the post.

Visits to the school or an informal confidential discussion can be arranged via Sarah McAdam (Principal's PA) at sarahmcadam@graceacademy.org.uk or on 02476 589 000.

You should ensure that you have completed all sections of the application form. Please submit your letter of application with no more than two A4 sides, plus your application form to Sarah McAdam via email at sarahmcadam@graceacademy.org.uk by **Monday 1st December 2025**.

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check and will be required to disclose any previous spent convictions or cautions.

In line with the recommendation in KCSIE 2022, Tove Learning Trust adopts the policy of requiring all new staff who join to have a DBS check and immediately become a member of the update service. This requirement is a contractual obligation and further information will be provided to successful applicants.

Job Description

Post Title	Assistant Head of Key Stage
Reporting to	Heads of Year & ALT Link
Salary Grade	Band G, points 8 to 13 (£26,824 - £29,064) Actual Pro Rata Salary (£23,071 - £24,999)
Hours of Work	Monday – Thursday 8:00am until 4:00pm, Friday 8:00am until 3:30pm. Term time only
Location	Grace Academy, Wigston Road, Coventry, CV2 2RH
Job Context	Grace Academy Coventry is a secondary Academy with approximately 1,065 students and 130 staff. Grace Academy Coventry has been part of Tove Learning Trust (TLT) since April 2019. The role of Assistant Head of Key Stage is to assist the Heads of Year with leading both the team of tutors and the cohort of students. This involves giving a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them.
Key Responsibilities	<ul style="list-style-type: none"> ● To support the Heads of Year in managing both the people and resources associated with the key stage. ● To have knowledge and understanding of Grace Academy procedures about how to safeguard and promote the welfare of children in addition to the statutory duty to safeguard children.
Job Description	<p>Under the direction of the HOY:</p> <ul style="list-style-type: none"> ● Liaise with key staff regarding all groups of students' achievement in key stage (e.g. gender, SEN, vulnerable) and the level and type of intervention where required. ● Support the Heads of Year to monitor the regular setting of homework. Regularly check the planners are well used and brought to the Academy. ● Provide a link for parents, tutors/mentors, SENCO, teachers, Heads of Departments, leadership team and external agencies. ● Monitor student behaviour, attendance and achievement using and in consultation with key staff decide on appropriate sanction, intervention and reward where appropriate. Maintain records relating to students' behaviour/sanctions/rewards. ● Assist the Heads of Year to oversee students on report and contact parents when necessary. ● Support the Heads of Year to provide a varied and proactive range of assemblies. Supervise the entry of students to assembly. ● Use the Academy rewards system to promote student achievement and self-esteem. ● Support the Heads of Year in the organisation of daily tutorial activities. This includes both day-to-day administrative tasks (signing planners, checking absences) and year specific (preparation for exams, options, self-monitoring of

	<p>achievements). Ensure that tutors have access to all relevant materials in order to carry out these tasks.</p> <ul style="list-style-type: none">● Assist in the Co-ordination of events such as parents evening, open evening, and pathways evening.● Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.● Conduct investigations into student disciplinary issues and/or allegations about other students.● Respond to individual students' needs by implementing a range of strategies including referral for counselling.● Complete CAF forms in liaison with parents/carers.● Allocate detentions for uniform and lateness, monitoring students' attendance at these detentions and setting further sanctions as necessary.● Collate and provide work for excluded students, where necessary.● Maintain and update displays and information on Pastoral and Year Group notice boards celebrating individual and group successes.● Contribute to the Pastoral team, developing the pastoral support system and contribute to information assemblies.● Undertake lunchtime duties on a rota system.● Supervise the isolation room and ensure that relevant materials are provided for students.● Carry out first day contact telephone calls with parents & conduct home visit where necessary. <p>Any other duties which are suitable to the role directed by the Heads of Year, Pastoral Lead or Principal.</p>
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Person Specification

	Essential	Desirable
Qualifications / Experience	<ul style="list-style-type: none"> Recent relevant professional development 	
Key competencies	<ul style="list-style-type: none"> Ability to give clear and strong leadership and support Ability to think strategically and successfully implement agreed strategies Ability to analyse and solve complex issues with an eye for detail Ability to delegate effectively Ability to work effectively with staff, students, governors, parents and the community Ability to work with, manage and lead a team of tutors Ability to liaise and work with other middle leaders to promote the education of all children Ability to inspire and lead a year group through the Academy Ability to use VA data to promote learning and to set targets appropriate to pupils' abilities and needs Ability to liaise with outside agencies 	
Personal qualities	<ul style="list-style-type: none"> High levels of drive and energy High levels of interpersonal skills Commitment to comprehensive education and high student expectations Ability to reach and justify difficult decisions Ability to set and achieve challenging, but realistic goals for staff and for students Ability to support, motivate and inspire others Sense of humour, good listener, positive outlook Ability to work as part of a team To work in line with the Fluency Duty 	
Professional knowledge and understanding	<ul style="list-style-type: none"> Special educational needs, code of practice (revised) etc. Child protection issues Strategies for Academy improvement Strategies for developing effective teaching/learning Strategies for ensuring good behaviour 	<ul style="list-style-type: none"> Work related and vocational curriculum and proposed changes 14- 19

	<ul style="list-style-type: none">• Data analysis and Target Setting	
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