



**Central MAT Office**

The Diocese of Coventry Multi Academy Trust  
St James' C of E Academy  
Barbridge Road  
Bulkington  
Bedworth CV2 9PF

**Candidate Information**

Assistant Head Teacher  
SENDCO  
Stretton C of E Academy

# About the Multi Academy Trust



## The Trust

The Diocese of Coventry Multi Academy Trust Academies are:

- Transformational
- Aspirational
- Sustainable
- Motivational
- Purposeful

They are recognised for their distinctive and inclusive Christian ethos and for the impact this has on raising educational standards. An effective Church Academy will demonstrate its Christian distinctiveness by providing an aspirational and holistic education which enables all children and staff to develop and achieve to their full potential.

## Our Vision

Our vision, based on John 10:10, is for every adult, every child and every academy in our trust to come together in order that we may pursue life in all its fullness. We have a vision of building a better future for all within our academies, who in turn will positively impact their communities.

## Our Strategic Goals

To achieve our object, mission and vision, we will focus on the following five high-level goals:

- Deliver excellent education;
- Ensure strong and effective governance at all levels;
- Build a strong and sustainable infrastructure;
- Become an employer of choice;
- Drive sustainable growth

## About the Role

The Trust is looking to appoint an inspirational and highly effective Assistant Head Teacher - SENDCO who is committed to supporting the Multi Academy Trust to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of L3-6, £49,574 - £53,380 per annum FTE
- Eligibility to join the Pension Scheme

## Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact Louise Bailey at [Louise.Bailey@stretton.covmat.org](mailto:Louise.Bailey@stretton.covmat.org) to make arrangements.

Please note the closing date for applications is 12pm, Friday 3<sup>rd</sup> May 2024. Completed applications and supporting documents should be sent via email to [Julie.Chohan@covmat.org](mailto:Julie.Chohan@covmat.org)

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews will take place on 7<sup>th</sup> May 2024.

# Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,700 Multi Academy Trusts in England. Highlighted as a leading diocesan Trust and a model of good practice by the Department for Education in 2016, the trust is now home to twenty-two academies spread across the Diocese of Coventry. This scale makes us one of the 100 largest Multi Academy Trusts in the country.

Our vision, "together, pursuing life in all its fullness", is based on John 10:10 and reflects the Church of England's vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategy focuses on five core aims. Among these are the desire to offer an **excellent education** and to be an **employer of choice**. To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of almost 5,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development for ambitious people, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme.

Our most recent SIAMS inspection resulted in an "excellent" judgement. But we are not standing still and you would be joining the trust at an important stage in our development. Three new academies have recently joined the trust and we are due to launch a brand new strategic plan focusing on the flourishing of everyone associated with our academies.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

**Michael Cowland, CEO**

## Coventry Diocese

The Diocesan Board of Education seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Reverend April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:



- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- facilitate creative and flexible networking between schools;
- promote excellence and distinctiveness within the family of church schools/academies and beyond;
- share best practice collectively;
- provide professional development: for staff at all stages of their careers and for governors;
- facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- support the process of academy conversion;
- promote the establishment of new church schools;
- represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- champion inclusion and equality including advising on admissions policies and managing appeals;
- protect the status of church schools
- and promote the importance and the continuance of the voluntary sector.



*'I believe that schools are at the heart of the church's mission to the nation and play a very important role in the life of their own parishes and communities.'*

*The Diocese is proud of its Church of England Schools which educate about 18,300 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working with the values of Jesus Christ every day.*

*Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'*

Bishop Christopher



# Our Academies



**St Laurence's CofE Primary School**  
Old Church Road  
Coventry  
CV6 7ED



**St Bartholomew's CofE Academy**  
Bredon Avenue, Coventry  
CV3 2LP



**Queens CofE Academy**  
Bentley Road  
Nuneaton  
CV11 5LR



**Stretton CofE Academy**  
Stretton Avenue  
Coventry  
CV3 3AE



**St James CofE Academy**  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF



**Harris CofE Academy**  
Harris Drive  
Overslade Lane, Rugby  
CV22 6EA



**St Nicolas CofE Academy**  
Windemere Avenue  
Nuneaton  
CV11 6HJ



**Studley St Mary's CofE Academy**  
New Road, Studley  
B80 7ND



**St John's CofE Academy**  
Winsford Avenue  
Coventry  
CV5 9HZ



**All Saints Bedworth CofE Academy & Nursery**  
Off the Priors, Mitchell Road  
Bedworth  
CV12 9HP



**Dunchurch Boughton CofE Junior Academy**  
Dew Close  
Dunchurch  
CV22 6NE



**St Oswald's CofE Academy**  
Addison Road  
Rugby  
CV22 7DJ



**St Michael's CofE Academy**  
Hazel Grove  
Bedworth  
CV12 9DA



**Leamington Hastings CofE Academy**  
Birdingbury Road, Hill,  
Leamington Hastings, Rugby  
CV23 8EA



**Leigh CofE Academy**  
Plants Hill Crescent  
Tile Hill, Coventry  
CV4 9RQ



**Salford Priors CofE Academy**  
School Road  
Salford Priors, Evesham  
WR11 8XD



**All Saints CofE Academy LW**  
Warwick Road  
Leek Wootton, Warwick  
CV35 7QR



**Burton Green CofE Academy**  
Hob Lane  
Burton Green, Coventry  
CV8 1QB



**Long Itchington CofE Academy**  
Stockton Road  
Long Itchington, Southam  
CV47 9QP



**Southam St James CofE Academy**  
Tollgate Road  
Southam  
CV47 1EE



**Dunchurch Boughton CofE Infant Academy & Nursery**  
School Street  
Dunchurch  
CV22 6PA



**Ryton-on-Dunsmore Provost Williams CofE Academy**  
Sodens Avenue  
Ryton-on-Dunsmore  
CV8 3FF

# Assistant Head Teacher - SENDCO

## Job Description

### KEY PURPOSE

The Assistant Head is accountable to the Headteacher as part of the Diocese of Coventry Multi Academy Trust and as part of the Leadership team for ensuring the educational success of the academy within the overall framework of the Multi Academy Trust strategic plan as well as the individual academy strategic plan. Your primary responsibility will be to lead whole school and take the lead in Math and English.

### LEADERSHIP

Working strategically with Headteacher and The Executive Headteacher, you will develop and promote the school's vision in order to inspire and motivate pupils, staff, parents and all other members of the school community. You will play a key role in strategic school improvement.

This will include:

- Demonstrating the school's visions and values in everyday work and practice; ensuring our learning and Christian values underpin the work of the school at all times.
- Motivating and working with others to create a shared culture and positive climate which embeds and develops the existing school ethos.
- Using the relevant policies and best practice to ensure all staff have high expectations for the children leading excellent academic and social outcomes.
- Supporting the development of a school-wide focus on high standards of teaching focused on progress and achievement for all.
- Ensuring strategic planning takes account of diversity, values and experience of the school and community at large, whilst appropriately maintaining the distinctive Church of England foundation of the school.
- Supporting the Headteacher in providing clear direction for the development of the school.
- Planning and delivering profession development training to all staff to support them in developing their practice.
- Being creative and innovative to achieve excellence.
- Assuming responsibility for the management of the school in the absence of the Headteacher.
- Establishing good relationships with all staff and supporting them in developing their own practice.
- Planning, organizing and chairing meetings.
- Establishing links with local network and MAT schools to share best practice.
- Using data effectively to ensure all children excel.
- Monitoring learning, progress and pupil outcomes across the school.
- Setting high expectations for the school community with regard to behaviour and conduct; ensuring that these expectations are met and challenged where needed.
- Monitoring classroom practice and planning appropriate support for staff in order to improve teaching and learning

## **PRINCIPLE RESPONSIBILITIES**

The post will be included in the MAT performance review scheme and salary progression will be linked to the outcomes of the scheme. This job description is not necessarily a comprehensive definition of the post, it will be revised at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

You will be expected to:

- take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
- maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.

## **DEVELOPING SELF AND WORKING WITH OTHERS**

Effective relationships and communication are important in Assistant Headship as you work with and through others. Effective Assistant Heads manage themselves and their relationships with others well. Through performance management and effective continuing professional development, you will support others to be the best they can be in order to secure high standards of attainment and achievement. You will need to be committed to your continuing professional development and will be expected to seek out opportunities to do this. Developing yourself and others will include:

- Valuing people and treating them fairly, equitably and with dignity and respect to create and maintain a positive school culture in accordance with the Christian beliefs underpinning the school.
- Sustaining effective, positive relationships with all staff, pupils, parents, Governors and the local community
- Building a collaborative learning culture within school and actively engaging with other local network schools and MAT schools.

Supporting all other leaders in developing their role to ensure positive outcomes for all pupils.

- Developing and maintaining effective strategies and procedures for staff induction, professional development and performance review.
- Developing and maintaining a culture of high expectations for self and for others taking appropriate action to secure improvements.
- Regularly reviewing own practice, setting personal targets and taking responsibility for own professional development
- Managing own workload and that of others and allowing for reflection and an appropriate work/life balance
- Encouraging moral and spiritual growth amongst pupils.

## **TEACHING AND LEARNING**

As AHT you will be the lead professional in modelling excellent practice in the classroom, achieving high standards of pupil attainment, behaviour and excellent attitudes to learning. Working with teachers across the school:

- Demonstrate an excellent understanding of the systems of effective teaching and learning in line with the schools systems and policies. Know where effective practice takes place in school/partnership and where to sign post individuals to develop their practice.
- Ensure that any concerns of underperformance are addressed through enhanced appraisal, identifying areas for development, setting targets and arranging support and guidance



- Maintain personal expertise and use knowledge of staff expertise, experience and future development needs to support decision making in future staffing structures and to develop others within and beyond the school
- Act as a role model of good classroom practice for other teachers, modelling effective strategies with them
- Monitor and evaluate standards of teaching, identifying areas for improvement, with both class teachers and support staff.
- Ensure needs are addressed through high quality coaching and mentoring
- Induct, support and monitor new staff
- Disseminate examples of effective planning and teaching strategies within the school
- Monitor the inclusion of all pupils and groups, identifying under-performance and identifying effective ways to promote progress for all groups
- Co-ordinate /monitor the deployment of teachers, support staff and other adults to ensure their effective contribution to pupils learning
- Lead CPD meetings and INSET through the provision of high quality professional development, such as coaching, or drawing on other sources of expertise, such as the local authority

## **HUMAN AND MATERIAL RESOURCES**

- Lead the professional development of all staff through example, coaching peer support and target setting
- Contribute to the audit of staffs' development and training needs and provision of effective INSET
- Maintain effective and efficient management and organisation of the accommodation and resources of the school
- Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and discipline and pupils' spiritual, moral, social and cultural development.

Any other duties and responsibilities within the range of the salary grade.

- The post holder must comply with Diocese of Coventry Multi Academy Trust policies and procedures
- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare
- To report to their manager and health and safety concerns, hazardous condition or defect in the health and safety arrangements
- To ensure health and safety policies, procedures, action plans and risk management programme is implemented as an integral part of business and operation planning and service delivery
- To support accident and insurance investigations, review reports and statistics, utilize information on trends and hot spots
- To undertake monitoring and ensure the provision of adequate resources to achieve compliance

## **MANAGING THE ORGANISATION**

Assistant Heads need to support the Headteacher, in the need to provide effective organisation and management of the school and seek ways of improving organisation structures and functions based on rigorous self-evaluation. This will include:

- Creating an organisational structure which reflects the school's Christian beliefs and values, ensuring and enabling the management systems, structures and work processes to work effectively in line with legal requirements.
- Producing and implementing clear, evidence-based improvement plans and policies for the development of the school and its facilities ensuring that, within the particular context of the school, policies and practices take account of national local circumstances, policies and initiatives.
- Recruiting, retaining and deploying staff appropriately and managing their workloads to achieve the vision and goals of the school, and implementing successful performance management processes with all staff
- Managing and organizing the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- Ensuring that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money
- Using and integrating range of technologies effectively and efficiently to manage the school

## **SECURING ACCOUNTABILITY**

With Christian values at the heart of their leadership, Church school AHT's have a responsibility to the whole school community. In carrying out this responsibility this will include:

- Fulfilling commitments arising from contractual accountability to the Multi Academy Trust and the local governing body
- Building on and developing a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensuring individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Working with the Multi Academy Trust and the local governing body (providing information, objective advice and support) to enable it to meet its responsibilities
- Developing and presenting a coherent, understandable and accurate account of the schools performance in ways which are relevant to the wide range of audiences including the inspection agencies, the Multi Academy Trust, the Diocese, governors, staff, parents and carers of diverse backgrounds and the local community
- Reflecting on own personal contribution to school achievements and taking account of feedback from others

## **ACCOUNTABILITIES**

The appointee will be line managed by the Headteacher

## **SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST**

As part of the Diocese of Coventry Multi Academy Trust, the Assistant Head Teacher will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

## **STRENGTHENING THE COMMUNITY**

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

### **This will include:**

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

## **SAFEGUARDING CHILDREN AND SAFER RECRUITMENT**

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

## **DATA PROTECTION**

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

## **ADDITIONAL DETAILS**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

# Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
<b>Qualifications and Training</b>						
1	Honours degree or equivalent	√		√		
2	QTS status	√		√		
3	Recent experience of the delivery of the National Curriculum		√	√		
4	Evidence of commitment to further professional development.	√		√		
<b>Professional Experience and Knowledge</b>						
1	A highly effective teacher	√		√	√	√
2	Up to date knowledge of the National Curriculum & cross curricular areas	√		√	√	√
3	Successful experience of raising standards for all with measurable outcomes	√		√	√	√
4	Supporting with managing successful school self-evaluation and accountability	√		√	√	√
5	Leading and managing staff including building a successful team, delegating effectively and implementing and managing change	√		√	√	
6	Experience of working in collaboration and/or partnership with stakeholder's and other educational bodies		√	√	√	
7	In-depth knowledge and understanding of the wide educational agenda	√		√	√	
8	Successful experience of effective strategic, financial and resource management to achieve educational priorities and ensure value for money		√	√	√	
9	A good understanding of Child Protection, Safer Recruitment and Safeguarding procedures	√		√		
10	Able to use performance management and continuous professional development to develop the effectiveness of all staff	√		√	√	√
11	A commitment to and evidence of promoting diversity and equal opportunities within the Academy, curriculum and employment practice.	√		√		
12	The ability to demonstrate an understanding of the distinctive Christian character of a church school		√	√	√	
<b>Leading Teacher and Learning</b>						
1	A proven track record in ensuring the highest possible standards in teaching and learning	√		√	√	√
2	Sustained experience of managing, monitoring and evaluations student progress in order to strategically plan for use of resources	√		√	√	√
3	Successful experience of positive behaviour, management an developing a pupil focused, inclusive and effective, learning environment so that behaviour for learning is outstanding	√		√	√	
4	Successful experience of curriculum development	√		√	√	
5	Successful involvement in staff recruitment, appointment and induction		√	√	√	

<b>Personal Qualities</b>						
1	Is committed to putting continuous improvement and pupil outcomes at the core aspects of leadership and management	✓		✓	✓	
2	Is committed to leading the development of a distinctive Church School ethos based on Christian values	✓		✓	✓	✓
3	Has high expectations and personal integrity with the ability to promote and sustain the values, culture and Christian ethos of the Academy	✓			✓	✓
4	Is articulate and approachable with excellent interpersonal communication skills both verbally and in writing	✓		✓	✓	
5	Is able to manage, inspire, encourage and empower staff	✓		✓		
6	Is able to support the management of the Academy efficiently and effectively on a day to day basis whilst maintaining a good life work balance	✓			✓	✓
7	Is an outstanding, reflective practitioner with high aspirations for pupils' learning and attainment	✓			✓	✓

I..... hereby confirm that I have received a copy of the Job Description for the post of **Assistant Head Teacher SENDCO**

Signed .....

Date .....