



Email: [head@bolderacademy.co.uk](mailto:head@bolderacademy.co.uk)  
[www.bolderacademy.org](http://www.bolderacademy.org)

December 2017

Dear Candidate,

### **A Bolder Future Awaits – Assistant Head Application Pack**

Thank you for considering Bolder Academy as the next step in your career. I hope this brief letter explains what we are about and why it is an exciting place to choose to work.

The opportunities to be part of initiating and shaping the Academy's history and to create a school that truly stands apart are significant: shaping the curriculum, sparking enthusiasm and excitement for learning, taking on Academy-wide responsibilities.

Bolder Academy is a new, mixed, non-denominational school opening in September 2018. Set up by primary and secondary Headteachers of the London Borough of Hounslow to meet the demand for extra school places, we are already part of the community.

Extraordinary partnerships have been formed with key local businesses such as Sky resulting in a 'bold' education: a traditional, highly academic curriculum combined with brilliant extra-curricular opportunities.

Starting with year 7, we will get to know every Bolder student and their family exceptionally well; strong relationships and great communication is the Bolder way.

Bolder Academy offers our students and our staff to shine brighter, to be bolder.

I look forward to meeting with you,

Heidi Swidenbank

Headteacher



## The Bolder Way and You

Bolder Academy will be an exceptional place to teach and to lead. We know that by joining the team, at this stage, a Bolder future truly awaits you.

### You

Creativity, innovation and imagination are at the heart of everything we do. We know that this can only be achieved if we look after our staff, you.

We will support you to be courageous and try new things, question traditional ways of 'doing school', and encourage you to grab opportunities and take risks. We'll support you every step of the way.

We want all our staff and students to find their voice and express themselves.

### Our commitment to you:

- **Providing flexibility:** You will benefit from an early finish every Friday. You will have 2 days of flexible holidays which can be taken throughout the year. Start avoiding overpriced holidays or flights. Long weekends, here we come!
- **Putting what matters most above all else:** We have the highest expectations of our students and our staff. We recognise that unnecessary burdens, bureaucracy can get in the way and must be removed if we are to achieve great things. Say goodbye to meetings: 'agenda item 1: meeting for the sake of meeting.' Say hello to assessment systems which are workable, efficient and, above all, designed to have the most impact on students and support staff well-being.
- **Integrity, care and support:** We are starting this adventure together (a small cohort of students and their parents plus, a small but, perfectly formed group of staff) there is a warmth, a friendliness. We recognise and praise when things go well, support when things don't quite work out.
- **Time:** With a longer day for students (Monday to Thursday) there will be no expectation on you working in the evening. You will be given the time to do your day job in the day.
- **Pay:** Bolder's pay scales benefit from the Outer London uplift.
- **Career Progression:** We are ambitious not only for our students but for our staff. Joining the Academy in its early stages, will provide you with all the experience and skills for you to make your next move onto headship. You will make an impact, you will make a difference, you will contribute to the creation of Bolder Academy.
- **Professional development, coaching and mentoring:** Bolder's professional development budget and the opportunities on offer are substantial. Each member of our staff can choose to be coached and mentored, allowing you to develop skills, career goals in areas of most interest to you.
- **Working environment:** Our state of the art building, due to open in 2020, provides the perfect environment for all to learn, teach and succeed.



- **An easy commute:** In our first two years our Academy is located at 390 London Road, Isleworth, Middlesex, TW7 5AJ. It highly accessible - a 2 minutes' walk from Isleworth Station (35 mins from central London.). From 2020, the new building is a 10-minute walk from Syon Lane station, the stop before Isleworth.

### The Bolder Application

*"We need a different kind of education, one that combines deep thinking (head); growth, character and dialogue (heart); and an ability to solve problems, generate ideas and engage in the world (hand). School should be, above all else, a place of learning in all its expansive complexity: learning how to think, learning how to live, learning how to create." Peter Hyman, School 21*

Creating a different kind of education, a bold future, for our staff and students, requires a certain type of leader, a certain type of teacher. Undeterred by the teacher recruitment crisis, we know what we are looking for.

Our vision is one of excellence and ambition which is built on a bedrock of strong moral purpose. We are dedicated to creating optimism, openness, brilliance.

As a member of staff, you will play an integral part in developing the Academy's culture from its inception. You, as a founding member of staff, will be responsible for promoting our vision, developing and embedding our values, turning the words on our page into reality.

Details of the job description and the job specification are attached. It is important that you address the points in the job specification in your application form.

Further information about the Academy can be found on our website [www.bolderacademy.org](http://www.bolderacademy.org)

To apply, please click on the 'Apply' button on our TES listing to fill out an online application form. Alternatively, please email Heidi Swidenbank on [head@bolderacademy.co.uk](mailto:head@bolderacademy.co.uk) to obtain an application form or if you have any questions.

### Timeframe for Recruitment

Advertisement opening date	Monday 11 <sup>th</sup> December 2017
Closing date for applications	Wednesday 17 <sup>th</sup> January 2018 9am
Request for references	From Thursday 18 <sup>th</sup> January 2018 onwards
Shortlisting	From Thursday 18 <sup>th</sup> January 2018 onwards
Interviews	Tuesday 30 <sup>th</sup> January 2018 (Assistant Head – Maths) Friday 2 <sup>nd</sup> February 2018 (Assistant Head – English) Monday 5 <sup>th</sup> February 2018 (Assistant Head – Science)

**Person Specification: Assistant Head**

		Essential	Desirable	Evidence
<b>Qualifications and Experience</b>				
1	Degree.	Y		A
2	Qualified teacher status.	Y		A
3	A continued commitment to own professional development.	Y		A
4	Excellent knowledge of current legislation, guidance and policy in subject area.	Y		I
5	Proven experience of teaching exam classes and strong student performance.	Y		R, I
6	Leadership and management experience (at least 2 i/c dept or equivalent.)	Y		A
7	Strong knowledge and understanding of child-safeguarding issues and successful use of measures that promote and ensure the safe-guarding of children.	Y		A, I
8	Further relevant professional studies.		Y	A
9	Experience of more than one school/academy.		Y	A
10	Experience of more than one Key Stage.		Y	A, I
11	Second in department or above (or similar management experience.)		Y	A
<b>Skills to motivate, inspire, and challenge all students by:</b>				
12	Establishing a safe and stimulating environment for students, rooted in mutual respect.	Y		A, I
13	Setting goals and objectives that stretch and challenge students of all backgrounds, abilities and depositions.	Y		A, I
14	Demonstrating consistently, the positive attitudes and behaviours which are expected of students.	Y		I
<b>Personal Attributes and Behaviours</b>				
15	Personal impact and presence: wanting to be part of something new.	Y		I, R
16	Adaptability and flexibility to changing circumstances and new ideas.	Y		I, R
17	Passionate and dedicated - ensuring students are successful, a belief that schools have a responsibility to prepare students for their lives - not just for exams.	Y		I, R
18	Creative, courageous and resilient.	Y		I, R
19	Willingness to 'roll sleeves up' and 'get stuck in.'	Y		I, R
20	Strong negotiation and diplomacy skills and can take feedback.	Y		I, R
21	Ability to work under pressure and to meet deadlines.	Y		A, I, R
22	Willing to take responsibility and ownership.	Y		A,I,R
23	Ability to form and maintain appropriate relationships and personal boundaries with young people.	Y		I, R
24	Team player.	Y		I
<b>Ability to Fulfil Wider Professional Responsibilities</b>				
25	Potential to make a strong, positive contribution to the wider life and ethos of the Academy.	Y		I, R
26	Ability to develop effective professional relationships with colleagues, students and parents.	Y		I, R
27	Effectively promote students and staff successes.	Y		I, R
<b>Others</b>				
28	The ability to or willingness to teach outside subject area.		Y	I
29	This post is subject to an enhanced DBS and the candidate must be committed to safeguarding the welfare of children.	Y		A, I, R

**Key to Evidence: A = Application**

**I = Interview**

**R = References**



## Job Description: Assistant Head

<b>Salary</b>
The post is appointed on the Leadership Scale.
<b>Lines of Responsibilities</b>
The Assistant Head is: <ul style="list-style-type: none"><li>• Directly responsible to the Headteacher/Deputy Headteacher.</li><li>• Is responsible for the performance of all staff within the faculty, including acting as team leader within the Academy's appraisal scheme.</li><li>• Is responsible for curriculum development of the faculty and working with staff from these subject areas.</li><li>• Responsible for Academy-wide initiatives and these will be negotiated with the candidate.</li></ul>
<b>Strategic Purpose</b>
<ul style="list-style-type: none"><li>• The Assistant Head will play a major role, as part of the leadership team, in setting up, establishing the aims and objectives of the faculty which will reflect the overall aims and objectives of Bolder Academy. The Assistant Head will develop and implement appropriate policies and procedures to ensure the achievement of these objectives.</li></ul>
<b>Core Responsibilities</b>
<ul style="list-style-type: none"><li>• S/he shall have overall responsibility for all teaching and learning within the faculty.</li><li>• S/he will lead the faculty: leading by example, deploying strong time management and prioritization skills, communicating effectively, being open to feedback, instilling a sense of confidence and trust.</li><li>• S/he shall ensure, through the effective operation of assessment, recording and reporting systems that all students within the faculty meet agreed targets, both individually and across the faculty, and shall ensure that schemes of work include provision for personalised learning, enrichment and literacy.</li><li>• S/he shall ensure that all members of the faculty are performing as effectively and efficiently as possible and ensure to the best of her/his ability, that the faculty is adequately resourced to fulfil its function within the Academy.</li><li>• S/he shall keep abreast of national strategy and developments impacting on her/his subject area/s and ensure information is communicated to the department and Academy-wide staff, and the faculty is responsive to such developments.</li><li>• S/he shall contribute to curriculum development and timetabling as required.</li><li>• S/he shall oversee the preparation of schemes of work and lead, develop and enhance the teaching of other teachers within the department.</li><li>• S/he shall work within the Academy's professional development programme to ensure that s/he and the members of the faculty keep their knowledge and expertise up to-date.</li><li>• S/he shall play a key role in the appointment of staff within the faculty, and shall put in place arrangements for the mentoring of newly qualified and trainee teachers within her/his subject area/s as required.</li><li>• S/he shall represent the interests of the faculty within the wider management of the Academy, and participate in any collaborative arrangements with other schools which may benefit the development of the department.</li><li>• S/he shall agree appropriate professional targets and objectives annually with the appropriate senior leader, who will monitor and review her/his performance in accordance with the Academy's appraisal policy.</li><li>• S/he shall manage the faculty budget/s and ensure value for money in resourcing the department.</li><li>• S/he shall contribute as appropriate to Academy-wide initiatives such as induction days and shall encourage extra-curricular activities and educational visits within the Academy guidelines.</li><li>• S/he will lead on Academy-wide initiatives ensuring their successful communication, implementation and ultimately ensuring they are impactful.</li><li>• S/he will be prepared, in the early years of the Academy, to 'roll her/his sleeves up' to ensure the Academy is set up effectively.</li></ul>

- S/he shall be responsible for all aspects of health and safety within her/his faculty.
- S/he shall attend meetings where deemed relevant.
- S/he will contribute to the supervision of students at breaks / extended day.

#### Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the Academy's ethos and its objectives, policies and procedures as agreed by the Governing Board.
- The post holder is required to meet the Teacher Standards.
- S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The post holder may be required to perform any other reasonable tasks by request from the Headteacher.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the Academy's appraisal scheme.

#### Safeguarding Children, Safer Recruitment and Health and Safety

The Academy is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. All staff will:

- Ensure sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities.
- Raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in timely manner in accordance with agreed whistle-blowing practices.
- Uphold the Academy's policy in respect of child protection and safeguarding matters.
- Have commitment to the Academy's equality policies.
- Ensure any extra-curricular activities will be free from partisan, political and religious view. Where political issues are discussed, a balanced view is always presented.
- The law requires employees to:
  - Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
  - Co-operate with their employers on health and safety matters.
  - Do their work in accordance with training and instructions.
  - Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

In addition, teachers and other staff in the Academy have a common law duty to act as any prudent parent would do when in charge of students.

*Specific areas of responsibility will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the Academy. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.*

**I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all Academy Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.**

Signed:

Date:

