



THE ACADEMY OF
**ST FRANCIS
OF ASSISI**

RECRUITMENT PACK

Senior Deputy Headteacher

Salary Range: L21 – L25



PROUD TO BE PART OF
ALL SAINTS
Multi Academy Trust



Encouraging all learners
to aim high and fulfil
their dreams

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LETTER FROM OUR CEO

Thank you for your interest in a position within the All Saints Multi Academy Trust. All Saints Multi Academy Trust is at an exciting time in its development and is committed to its mission of ensuring that all young people achieve and are successful.

All Saints Multi Academy Trust is a joint Catholic and Church of England trust with our Christian values driving all decision making, always in the best interests of our children and young people.

You will be joining a values driven, inspirational and ambitious organisation, so we are looking for an Outstanding candidate who can provide the highest quality of service to the Academy of St. Francis of Assisi and the Trust. You will be committed to supporting our Christian and educational vision, providing strong leadership and supporting colleagues in ways which bring out their potential.

Ultimately you will ensure that the best possible outcomes for young people are achieved.

Yours faithfully



A handwritten signature in black ink, appearing to read 'H. Duggan'. The signature is stylized and includes a long horizontal line extending to the right.

Heather Duggan
CEO

LETTER FROM THE HEADTEACHER

Dear Candidate,

We are pleased to announce an exciting opportunity for an experienced senior leader to help lead our fantastic Academy. You will join the Senior Leadership Team as a Senior Deputy Headteacher. Working alongside the Headteacher, two other Deputies, and extended Leadership Team you will play a crucial part in shaping the future of our Academy.

At the Academy of St Francis of Assisi, we are working tirelessly to secure the highest possible outcomes for our students and support them as they grow as individuals. Our mission is to empower all individuals to flourish and thrive so that they can achieve their absolute best. Our core values of: Respect, Ambition, Pride, Happiness and Peace and Reconciliation, are lived out every day. Our community is very diverse: academically, socially and culturally, and it is this diversity which makes it such a special place to work. It is truly an exciting place to be.

We are looking forward to working closely with the successful candidate to develop and deliver the strategic vision for The Academy of St Francis of Assisi. Our vision is "Success For All" and ensuring this vision is realised is what drives us. We believe that we have the power to change lives and we are determined to do so. This can only happen if all staff feel valued and are a full part of our current journey of improvement. We invest heavily in staff development opportunities and we have created a culture of continual profession development amongst teaching and support staff.

We are now the school of choice for parents in our community, with all year groups being full or oversubscribed. We know our strengths and areas for development and have robust and effective plans in place to ensure that we are making progress every day, week and term. You will help us create a caring and respectful environment where our staff and students feel loved and respected.

We work closely with the All Saints Trust to provide a supportive environment for all of our staff to grow and make a difference to the lives of our students.

We are looking for an experienced, caring, and compassionate leader who can help us drive change and create a happy and safe place for learning together and achieving ambitious objectives. You will be driven by a desire to serve our community and young people. Our vision and values underpin everything we do. If you feel that your values and ambitions align with ours, and you believe that you can support our journey to deliver our vision, we would love to hear from you. Visits are encouraged and can be arranged by contacting my PA, Jodie Munn, on 0151 260 7600 or email munnj@asfa.allsaintsmat.org

We look forward to hearing from you.

Yours sincerely



Ms Jo Leech
Headteacher

ACADEMY INFORMATION

The Academy of St Francis of Assisi is a unique and special place to work. It is a vibrant and happy school, serving a neighbourhood which ranks as one of the most deprived in England. The percentage of students who qualify for pupil premium funding is 66%. This figure is consistent across all year groups with a larger proportion (73%) in our current Y7. The percentage of students for whom English is an additional language is now 46% compared to a national average of 17%, many students who have EAL are also new to the country. There are 64 languages spoken at the Academy with 58 nationalities represented amongst students. 30% of students have SEND status. 3.8% have a current EHCP, compared to 2.2% nationally. Historically large numbers of students do not have KS2 data, leading to published Progress 8 figures not representing true performance of the students at the end of Year 11.

On average, students arrive at the Academy well below KS2 national expectations. A quarter of the current Year 11 cohort, have no KS2 data. In Year 7, many students who arrived with us in Year 7 were below their chronological reading age with 35% classed as red readers and 25% classed as amber readers.

The academy has a supportive team of around 100 staff who share similar values of improving the life chances for our young people and their families. Our mission statement is at the heart of everything that we do. This is seen in our broad and ambitious curriculum which helps our learners develop morally, culturally, mentally and physically so that they are prepared well for their adult, working life.

All years are at PAN for 2022-23 and we are full for our new Y7 intake for 2023.

OUR MISSION AND VALUES

Our Vision

We want all our young people to achieve the best possible outcomes, 'Success for all'.

Our Mission

At the Academy of St Francis of Assisi our mission is to provide a diverse learning community that empowers individuals to achieve.

Our Values

Everything we do is underpinned by our shared values as a joint denominational Academy.



Respect



Ambition



Pride



Happiness



**Peace and
Reconciliation**

APPLICATION AND INTERVIEW PROCESS

After the closing date, shortlisting will be conducted by a panel. Please read the job description and person specification carefully before writing your application.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate
- Documentary proof of current name and address (i.e utility bill, financial statement etc dated within the last three months)
- Where appropriate any documentation evidencing changes of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

References and Pre-Employment Checks

We will seek references for candidates who have been successful at shortlisting and have been invited for interview. We will seek references prior to attending for the interview. We may approach previous employers for information to verify experience or qualifications before interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional offer: Pre-employment Checks

Any offer to successful candidates will be conditional upon

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Section 128 check (if applicable)
- Prohibition order (if applicable)
- Satisfactory DBS Disclosure and Barred List Check
- Verification of professional status such as QTS status, NPQH (where required)
- Completion of Employee Health Declaration
- Satisfactory completion of probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance.

Students are

the heart of

what we do



Our Christian values
are comprised of pride,
ambition, respect,
peace, reconciliation
and happiness

JOB VACANCY

Senior Deputy Headteacher L21-L25 Permanent Required to start September 2023

The Academy of St Francis of Assisi is an 11-16 Academy with over 900 students on roll. The Academy is focused upon driving standards of achievement rapidly and this makes it a dynamic and exciting place to work. The Academy of St Francis of Assisi is committed to ensuring that every student makes the most of their potential.

Applications are invited for a talented, experienced, and ambitious Senior Deputy Headteacher.

If you are looking for an exciting career change in a diverse and forward-thinking Academy, then this could be your time to shine. We are seeking to appoint a compassionate and inspiring leader who is passionate about providing the best quality education to the young people of Liverpool and ready to support our journey of school improvement.

The successful candidate will have experience of working in a busy secondary school setting and have a proven track record in driving up standards. In addition to being an excellent classroom practitioner, you will be relentless in your drive and ambitious to provide the best care and support for our young people and have the drive and ambition to ensure they receive only the highest standards of education.

The Academy of St. Francis of Assisi benefits from its membership of the All Saints Multi Academy Trust, a unique Joint Denominational Multi Academy Trust in Liverpool. The Trust has a proven track record in developing leaders and ensuring staff reach their full potential and career aspirations through a comprehensive programme of CPD and career progression opportunities. Leaders within the Trust benefit from access to the highest quality local and national training programmes, as well as peer to peer support and professional mentoring within the Trust. There is an opportunity for the successful candidate to contribute to Trust wide developments.

The successful candidate will have:

- A strong record of school improvement
- Successful experience of managing change at a whole school level.
- Understanding of issues of leading whole school improvement
- The ability to provide professional operational leadership and day to day management for the Academy in partnership with the Headteacher and Senior Leadership Team to ensure that the vision, values, and strategic leadership are strong.
- A deep passion to serve and make a difference to young people in the city of Liverpool.
- A commitment to the Christian Faith.

Closing date for applications: **9am on 27 March 2023**
Shortlisting: **27 March 2023**
Interview date: **w/c 27 March 2023**

JOB VACANCY

Application packs are available on the Academy website at www.allsaintsmat.org/vacancies, and completed application forms should be forwarded to murphys@allsaintsmat.org or by post to HR Department, The Academy of St Francis of Assisi, Gardners Drive, Liverpool, L6 7UR.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Check.

“The Academy of St Francis of Assisi is a member of The Liverpool Joint Catholic and Church of England Academies Trust”

The Trust is an equal opportunities employer.

JOB DESCRIPTION

Job Title: Senior Deputy Headteacher

Grade and Salary: L21-L25

Reporting to: Headteacher

Contract Type: Permanent

Responsible for: Specific responsibilities to be agreed following interview process

Job Purpose

As a member of the Academy's Senior Leadership Team the Senior Deputy Headteacher will play a key role in ensuring that the Academy's Christian ethos is successfully promoted and adhered to throughout every aspect of the Academy. This will involve engaging in the monitoring and evaluation systems established to ensure the Academy fulfils its vision and mission objectives.

- To provide professional operational leadership and day to day management for the Academy in partnership with the Headteacher and Senior Leadership Team to ensure that the vision, values and strategic leadership are strong.
- To assist the Headteacher in the leadership and management of the Academy and all areas of improvement, including responsibility for the Academy in the absence of the Headteacher
- To assist the Headteacher in shaping the strategic direction of the Academy, setting the highest expectations, and focusing on student outcomes.
- To take responsibility for leading and managing significant areas of the Academy, under the Headteacher's direction
- To monitor and evaluate the implementation of policies.
- To manage staff and resources.
- To provide leadership to ensure high-quality education for all, and improved standards of learning and achievement.
- To make a very positive contribution to the development of the Academy improvement plan.
- To contribute to the monitoring, review, and evaluation of the Academy's performance.

Key Duties and Responsibilities

- Strategic leadership and management of specified areas of responsibility, as directed by the Headteacher
- Leadership and line management of staff and teams
- Efficient use of staff and resources
- Securing accountability from staff across the Academy

JOB DESCRIPTION

Joint Responsibilities of the Academy Senior Leadership Team

- The safeguarding and wellbeing of Academy students
- Whole Academy behaviour systems and processes
- The quality of Teaching, Learning and Assessment
- Taking a lead role in creating positive relationships across the Academy
- Performance management of a team of staff
- Managing incidents and conflict resolution
- Responding effectively and efficiently to staff, students and parental concerns
- Leadership representation at evening events and external meetings
- On call / break duty / gate duty / lunch duties / detention duties
- Attendance at Strategic and Senior Leadership Team meetings throughout the year
- Supporting Governor activities
- Providing the Chief Executive Officer and Headteacher with self-evaluation evidence, judgements and plans for improvement.

Personal and Professional Development

- Keep up to date with new research and current practice, utilising national bodies such as DFE, Ofsted, NCSL, SSAT and others to support Academy based programmes.
- Keep up to date with national developments in teaching practice and methodology.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.

Strategic/Operational Planning

In conjunction with the Headteacher, the Senior Deputy Headteacher will:

- Promote the Academy as an inclusive institution with Christian values, serving the local community and reflecting the approach of the Church of England and the Catholic Church to education.
- Support the Headteacher to lead and manage the creation and implementation of the Academy Improvement Plan.
- Meet strategic targets for the Academy set by the Governing Body and the Trust Board
- Ensure the use of the latest environmentally sound technology in all aspects of the work of the Academy. This will support and facilitate access to the curriculum for all learners thereby meeting the major objectives of the Academy Improvement Plan and the targets set by the Secretary of State and the Governing Body.
- Lead colleagues in the formulation of aims, objectives and strategic planning for designated areas of responsibility, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.
- Create a positive ethos and provide educational vision and direction which secures effective teaching, successful learning, achievement by students and sustained improvement in their development.

JOB DESCRIPTION

- Assist the Headteacher in ensuring that students have access to a broad, balanced and relevant curriculum, which contributes to their development and provides appropriate preparation for adult life.
- Lead by example, provide vision and purpose in support of the aims of the Academy.
- Develop, implement and review the school's policies appropriate to the delegated areas of responsibility.

Curriculum intent, development and implementation

- Liaise with Headteacher and other relevant Senior Leader to contribute to the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement Plan/Self Evaluation.
- Ensure opportunities to promote students' spiritual, moral, social and cultural development.
- Create and maintain a climate to secure good teaching, effective learning, high standards of achievement, and good behaviour and enable teachers and other staff to meet standards.
- Assist the Headteacher in determining, organising and implementing the curriculum and its assessment, monitoring and evaluation.
- Be accountable for developing and delivering curriculum areas as the Headteacher delegates.
- Ensuring that the Academy develops as an inclusive educational community and that students are given the opportunity to participate in the decision-making processes.
- Ensure appropriate evaluation of the design and delivery of areas of responsibility and line management are continuously striving to improve standards.

Quality Assurance

- Assist the Headteacher in developing, implementing and reviewing the monitoring and evaluation of the curriculum in line with agreed school procedures including evaluation against quality standards and performance criteria.
- Assist the Headteacher in monitoring, evaluating and reviewing the effects of policies, priorities and targets of the school in practice, and act as necessary.
- Assist the Headteacher in monitoring, evaluating and reviewing the effects of the school improvement plan to secure progress and school improvement.
- Support the Academy's Performance Management protocols in order to make a positive impact upon the quality of teaching and learning across the Academy.
- Obtain the views of pupils/students, with student voice consultation, about their learning experiences.
- Ensure homework policies and procedures across areas of responsibility are adhered to, ensuring consistency in recording, completion and marking, and parental /carer access to set homework.
- Ensure that the quality procedures in areas of responsibility meet the requirements of Self Evaluation and the Academy Improvement Plan.
- Seek/implement modification and improvement where required.

JOB DESCRIPTION

Staffing

- Assist the Headteacher to recruit staff of the highest quality.
- Lead, support and coordinate the provision of high-quality professional development, drawing on other sources of expertise as appropriate.
- In conjunction with the Headteacher, take the lead on the organisation of activities/processes that encourage team development (including adults and partner organisation).
- To develop good management practice by ensuring positive staff relationships, participation, effective communication and procedures across the Academy.

Developing and Maintaining Strong Community Links

In conjunction with the Headteacher:

- Enabling the Academy to be rooted at the heart of the community.
- Ensuring that parents and students are kept well informed and involved in appropriate Academy matters.
- Developing and supporting links with the business community so as to enrich the learning experience of both the school community and its partner.

Management Information

- Analyse and evaluate performance data provided.
- Identify and take appropriate action on issues arising from data and assessment information; setting deadlines where necessary and reviewing progress on the action taken.
- Produce reports in accordance with the quality assurance cycle.
- Report to the Local Governing Body and Trust Board in relation to progress within areas of responsibility.

Communication and Liaison

- Actively promote the development of effective subject links with external agencies.
- Develop and maintain effective partnerships between parents and the wider community to support and improve student development and achievement. Ensure that parents and students are well informed about curriculum and progress.
- Develop and maintain effective relationships with the community, including business and industry, to enhance the curriculum and teaching and learning.
- Liaise with partner schools, further education and external agencies related to student welfare and achievement.
- Chair reviews, case conferences and meetings, as delegated.
- Assist the Headteacher in presenting an account of the school's performance in a form appropriate to a range of audiences, including the Governing Body.

JOB DESCRIPTION

Additional Notes

- This job description sets out the main duties of the post.
 - The Senior Deputy Headteacher is required to undertake any other reasonable tasks at the discretion of the Headteacher. These responsibilities will be discussed annually as part of the Headteacher's annual performance management review and are subject to change in order for the Academy to develop strategically and effectively.
 - An Enhanced DBS Check will be requested on successful application to a position at the Trust
 - The Trust operates a no smoking policy
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Staff Benefits

All Saints Mutli Academy Trust is committed to investing in all its employees and is committed to encouraging positive working environments:

- Promote the physical and mental health wellbeing of our staff
- Working with SMART Clinic we offer a range of health and wellbeing benefits, including:
 - physiotherapy
 - stress coaching
 - virtual GP support
 - counselling
 - eye care
 - annual flu jabs
 - anxiety management
- 24/7 employee helpline
- Cycle to Work Scheme

PERSON SPECIFICATION

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Qualifications	Essential	Desirable
Degree	✓	
QTS	✓	
Higher qualification in education and/or management		✓
NPQH		✓
Experience		
Experience in at least two secondary Academies/Schools		✓
Significant experience at senior level	✓	
Proven track record of raising educational standards	✓	
Experience of whole Academy/School leadership of safeguarding and inclusion	✓	
Experience of developing, implementing and managing effective whole Academy/School systems for monitoring students' attendance	✓	
Curriculum and pastoral experience at senior management level	✓	
Experience of working at a senior level in an Academy/School where significant improvement has been achieved	✓	
Shaping the future		
Demonstrate a sustained positive impact within senior roles in a secondary school.	✓	
Comprehensive knowledge of current and future educational developments including collaborative partnerships between Academies/Schools	✓	
Experience of successfully leading change and inspiring others	✓	
Experience of leading and implementing continuing improvement	✓	
Helping to lead an Academy/School to achieve improved Ofsted judgements	✓	

PERSON SPECIFICATION

Leading Teaching and Learning		
Student-centred educational philosophy	✓	
Ability to lead by example and inspire high quality teaching and learning	✓	
Ability to inspire, demonstrate and support the highest of expectations for all students	✓	
Ability to recognise outstanding classroom practice	✓	
Ability to model and demonstrate outstanding classroom practice	✓	
Developing self and working with others		
Ability to set appropriate and challenging targets	✓	
Able to make decisions and delegate appropriately	✓	
Commitment to the encouragement, empowerment and training of staff	✓	
Commitment to own self development	✓	
Commitment to working collaboratively with other Academies/Schools and stakeholders	✓	
Awareness of the importance of work-life balance for all staff	✓	
Managing the organisation		
Capacity to build and manage high performance teams	✓	
Ability to use strong and effective management systems underpinned by clear communication	✓	
The ability to access, analyse and interpret a range of data	✓	
Commitment to developing strong links and partnerships with trustees, staff, parents, students, the wider community and other Academies/Schools	✓	
Experience and understanding of financial management and curriculum-based budgeting	✓	

PERSON SPECIFICATION

Securing accountability		
Ability to delegate responsibility with accountability	✓	
Capacity to sustain the ongoing improvement of results	✓	
Evidence of using performance management processes to secure improved outcomes for students and staff	✓	
Experience of demonstrating robust evidence of progress and improvement	✓	
Ability to model and demonstrate outstanding classroom practice	✓	
Strengthening community		
Proactive approach to ensuring excellent communication with parents and carers	✓	
Ability to promote and develop outstanding links with the community	✓	
Evidence of developing positive links with feeder primary	✓	
Academies/Schools and local secondary Academies/Schools	✓	
Experience of working with outside agencies to secure improved outcomes for students	✓	
Experience of external and business links	✓	
Personal qualities and attributes		
A committed and practising Christian (supported by a faith reference)	✓	
A commitment to inclusion	✓	
Work effectively in a team	✓	
Excellent communication and interpersonal skills	✓	
Firm and fair management style	✓	
Can lead from the front, and lead by example with high professional standards	✓	
Safeguarding		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Excellent understanding of statutory safeguarding requirements	✓	



THE ACADEMY OF
**ST FRANCIS
OF ASSISI**

The Academy of St Francis of Assisi
Gardners Drive
Liverpool
L6 7UR
Tel: 0151 260 7600
Email: info@asfa.allsaintsmat.org

The Academy of St Francis of Assisi is proud to be a member of the All Saints Multi Academy Trust.
All Saints Multi Academy Trust is the operating name for the The Liverpool Joint Catholic and Church
of England Academies Trust (Company Number 07007398)
51 Horrocks Avenue, Liverpool, L19 5NY, England.



PROUD TO BE PART OF
ALL SAINTS
Multi Academy Trust