



St Christophers Academy Application Pack

Assistant Head



BEST

BEDFORDSHIRE

School of Excellence





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INTRODUCTION

Welcome to St Christophers Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

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School Business Manager

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St Christophers Academy

Gorham Way, Dunstable, Bedfordshire LU5 4NJ

www.stchristophersacademy.org



ABOUT BEST

BEST VISION, VALUES & BELIEFS

BEST Vision Statement

To grow the BEST in everyone

We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be'.

BEST Values

We will:

Always put Children first

Our reference point question is 'how will this improve outcomes for children and enable them to go on and succeed in life?'

Collaborate to support and compete to challenge

Our schools work together to add value and compete to continually improve

Provide community-based provision

Our schools form a coherent learning community at the heart of the Bedfordshire community

BEST Beliefs

We will:

Deliver BEST outcomes

Outcomes will be in the top 20% nationally

Provide BEST opportunities

An extensive range of opportunities beyond the classroom will be provided to develop the whole person

Nurture talent

Our responsibility is to invest in our people and bring out the BEST in everyone

Operate a high autonomy, high accountability culture

Professionals will lead our system and take responsibility to continually raise standards

Lead through service



Leaders and followers will work together with mutual respect and shared responsibility

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT ST CHRISTOPHERS ACADEMY

St Christophers Academy is a primary school with approximately 380 pupils including a Nursery with 60 children. The school is located in the town of Dunstable, close to the border with Luton.

In February 2025 the Academy was inspected and judged as Good in all areas.

Since then, we have continued to improve and are constantly striving to develop our practice and raise levels of achievement.

The size of the Academy and membership of the Trust mean that opportunities available to staff are incredibly varied and wide-ranging. We have a growing reputation for developing an exciting and innovative culture of research within the Academy.

The Staff teams across the academy are very friendly and welcoming. We are always available to help with any matters and work together to help make the background running of the Academy run as smoothly as possible.

If you would like to visit St Christophers Academy during a normal teaching day, please do not hesitate to contact us on Tel: 01582 500960



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Friday 8th May 2026

Interview date: Tuesday 11th May 2026

*The academy reserves the right to interview upon application if they so wish.

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

JOB TITLE:	Assistant Head
BASED AT:	St Christophers Academy
SALARY/GRADE RANGE:	L3
RESPONSIBLE TO:	Head of School

PURPOSE OF ROLE:

To assist the Head of School in leading and managing of the academy by:

- Supporting the Academy's drive to further improve standards of student attainment and achievement.
- Ensuring the teaching staff delivers a high quality and well-planned curriculum for all children.
- Ensuring the data on pupil performance is used effectively to track pupils' progress, set high expectations and ensure pupils fulfil their potential.
- Ensuring that students feel safe, supported and motivated in order to achieve their potential.
- Ensuring that national expectations and standards regarding attainment and progress are well understood and implemented to inform practice across the Academies and BEST.
- Assisting in the day to day running of the academy and deputise for the Head of School when required
- Supporting the Head of School and leading on delegated areas of responsibility

Across the Academy:

- To participate in the individual Academies and BEST School Improvement process.
- To lead on scheduled meetings and provide leadership to staff.
- To implement BEST policies and procedures.
- To take part in the review of mechanisms within the aims and objectives of BEST.
- To work collaboratively with other BEST Lower Schools.
- To work with and inform the Governing Body and BEST Directors.

Duties and Responsibilities:

- To assess, record and report on the attendance, development, progress and attainment and to use data on pupil performance to inform target setting, lesson planning and to identify underachieving pupils.
- Ensure all pupil data is held centrally and is used effectively.



- Provide other staff with relevant pupil data, to help their planning and ensure all staff have high expectations of pupils.
- Implement targeted intervention and monitor the progress.
- To assist in the review, development and update of resources, schemes of learning, methods of teaching and assessment and pastoral arrangements.
- To contribute to the academy's improvement plan and its implementation.
- To support the BEST and academy's monitoring procedures.
- To participate in meetings at the school in relation to the curriculum, administration or organisation of the school, including pastoral arrangements.
- Co-ordinate and manage work of other staff where necessary.
- Contribute to the review, development and management of curriculum, organisation and pastoral functions of the school, working towards individual academy and BEST aims.
- Monitor and improve the effectiveness of the BEST and academy's assessment policy.
- Participate in arrangements for training and continuing professional development.

Specific Duties and Responsibilities:

- To lead, manage and shape the future of curriculum and assessment procedures to inform and improve teaching and learning across the school.
- Monitor the attendance, behaviour, attainment, and achievement of Children Looked After (CLA), Pupil Premium and SEND thereby securing the highest standards of support, challenge and achievement.
- To have an overview of the behaviour, rewards, attendance and assessment data for all target groups (EAL, FSM, PP, SEN, Gender, EM, CLA and High Attainers) liaising with the BEST SENCO, Child Protection Officers, EWO and other agencies as appropriate regarding data, intervention (and outside agency involvement) for these pupils.
- To have a secure excellent understanding of attendance, behaviour (including anti-bullying) and achievement data to inform planning, intervention and support.
- To meet regularly with the teaching staff to secure an overview of pastoral and performance data issues in all years and to be fully aware of intervention and support strategies and their impact.
- To lead a team that creates, updates and monitors policies and procedures relating to behaviour, attainment, rewards and support systems.
- To liaise with personnel to ensure smooth transition arrangements are in place including Transition Evenings, Transfer Days and assemblies.



- To work with relevant pastoral staff to ensure that chronologies of students/pupils causing concern are comprehensive and accurate to inform further intervention and action.
- To ensure there are mechanisms are in place and monitored for liaising and working with parent/carers to support improving attainment and progress.
- To lead the target-setting process within the school for pupil performance for children with SEND.
- To liaise with staff to ensure that training and ongoing review is appropriately planned for teaching assistants in accordance with their professional needs.
- To work with the Teachers and Teaching Assistants to ensure that assessment and data inform and enhance teaching.
- To liaise with all stakeholders internal and external to the organisation as required, promoting the best interests of BEST at all times
- To undertake any other reasonable duties related to the scope and grading of the role and to deputise for the Head of School.

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the BEST Head of Schools & Directors to undertake work of a similar level that is not specified in this.



PERSON SPECIFICATION

Job Title: Assistant Head

Attributes	Essential	Desirable
<p>EDUCATION & QUALIFICATIONS</p>	<ul style="list-style-type: none"> ● First Degree ● Qualified Teacher Status ● Evidence of Professional Development and further management training 	<ul style="list-style-type: none"> ● Further professional qualifications NCSL, Masters or leadership courses
<p>PROFESSIONAL EXPERIENCE</p>	<ul style="list-style-type: none"> ● Experience of assessment within the National College ● Evidence of at least “good” teaching during formal observations ● Good results profile (evidence of added value) ● Successful Middle Management role within a school, and leadership of whole-school initiatives ● Experience of observing lessons, assessing quality of learning 	<ul style="list-style-type: none"> ● Evidence of “outstanding” teaching during formal observations ● Track record of achieving outstanding progress with your teaching groups or cohorts ● Management experience in a Lower or Primary School ● Experience of having led a collaborative initiative between teaching and/or staff to improve standards ● Experience of working with SIP, staff or governors to ensure whole school understanding of staff performance and student progress data
<p>PROFESSIONAL KNOWLEDGE, SKILLS AND UNDERSTANDING</p>	<p>The ability to:</p> <ul style="list-style-type: none"> ● Be flexible, with an approachable management style ● Listen to advice and work collegially ● Express your own ideas and opinions ● Communicate to a wide variety of audiences ● Provide unrelenting challenge to staff 	<ul style="list-style-type: none"> ● An appreciation of the need to handle staff sensitively, whilst motivating them ● An understanding of how to monitor the performance of a school, using data and observing teaching ● Experience of raising students’ and staff aspirations ● Experience of improving a school’s results to achieve outstanding



	<ul style="list-style-type: none"> ● Have high expectations of student performance and behaviour ● Maintain a supportive class environment ● Use data effectively to compare student performance (student tracking, Raise on-line reports, value-added measures) 	levels of student performance
PERSONAL QUALITIES AND PHILOSOPHY	<ul style="list-style-type: none"> ● Self-motivation and self-reliance ● Commitment to the post, your own professional development and the multi-academy ideal ● Commitment to our local community and improving the life chances of our community ● Ability to work cooperatively as a positive team member and leader. ● Willingness to embrace change and new ideas in an evolving team. ● Ability to find innovative solutions to problems/issues. ● Ability to motivate a team. 	<ul style="list-style-type: none"> ● Enthusiasm for teaching and commitment to enrichment activities ● Commitment to Inclusion ● Experience of having developed and lead a successful team ● Experience of having led a change initiative. ● Experience of having challenged underperformance
OTHER FACTORS, SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> ● Use of a car for work and a willingness to travel between BEST academies ● A commitment to the BEST philosophy and aims ● DBS clearance 	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

