



Assistant Headteacher

**YOUR
FUTURE.**

OUR CEO

Manor MAT is a vibrant community of primary schools across the Black Country and South Staffordshire, united by a shared passion for making a difference. Our motto, **creating futures together**, isn't just a tagline - it's a daily commitment. Whether in the classroom, the staffroom, or our central team, we work collaboratively to shape futures filled with possibility, purpose, and hope. We believe that **great staff create great schools**. That's why we invest deeply in your growth - not just as a professional, but as a person. Whether you're a support staff member exploring a pathway into teaching, a middle leader seeking coaching and development, or an experienced educator ready to take the next step in leadership, Manor MAT offers tailored opportunities to help you flourish. Our culture of collaboration means you'll never walk alone; you'll be part of a network that lifts, learns and leads together.

Welcome to Manor MAT. Let's create futures together.

Hayley Guest



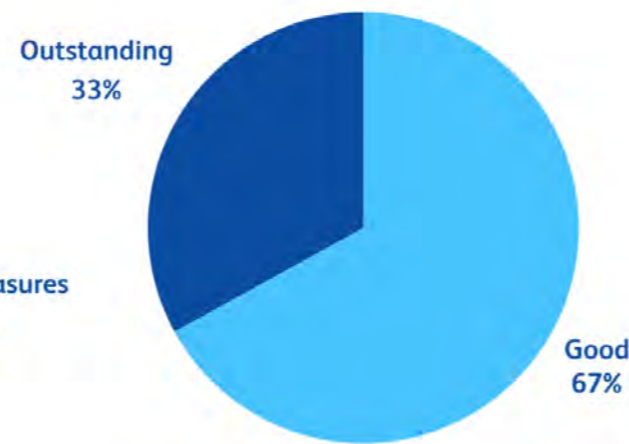
OUR TRUST

We began in 2016...

...with the aspiration that every child in our care attends a great school. We have ensured that some of the lowest performing schools in the country, many with significantly above national proportions of pupils eligible for free school meals, have been sustainably transformed in a short space of time.



Schools before joining Manor MAT



Manor MAT Schools at their first inspection

We have improved the life chances of thousands of young people, many living in some of the most disadvantaged parts of the country.



Children

We serve over 3400 children and their communities with world-class education and care. They are at the heart of our trust.



Teaching School Hub

All of our students who completed their PGCE with us over the past 3 years successfully gained employment at the end of their programme.



Manor is the place to be

All of our recently recruited staff would recommend Manor as an employer due to the excellent support they receive.



OUR OFFER



When you join our trust, you're joining a family. And a family cares for one another. That's why we offer our services and extras so you know you are a valued part of our family.



Our Specialised Central Team

We are committed to providing resource and experience that enhances the learning experience for children, motivates staff and provides unique opportunities for schools and communities. From finance to IT, to Estate management, to HR, we've got it covered.

MAT Conference and CPD

We invest heavily in your CPD. We have an annual conference at a shared venue with our whole trust family where we share practice, prioritise wellbeing and cast vision for the future. We also have regular CPD opportunities throughout the year.

Annual Awards Celebration

The MAT Awards celebrate the outstanding achievements and shared successes of our Manor MAT family in a highlight of the year for all of our staff. A chance to reflect on the previous year and celebrate the hard work and dedication of so many.

YOUR BENEFITS



LIFESTYLE SAVINGS

Lifestyle savings are built to support every aspect of your daily life. From supermarkets and high street shopping, to utility bills and retailers in your local community. Discover a world of savings.



MENTAL WELLBEING

Access confidential support when you need it most. Whatever physical, mental or financial issue you're facing, you can find a wide range of resources waiting to help - 24/7, 365 days a year.

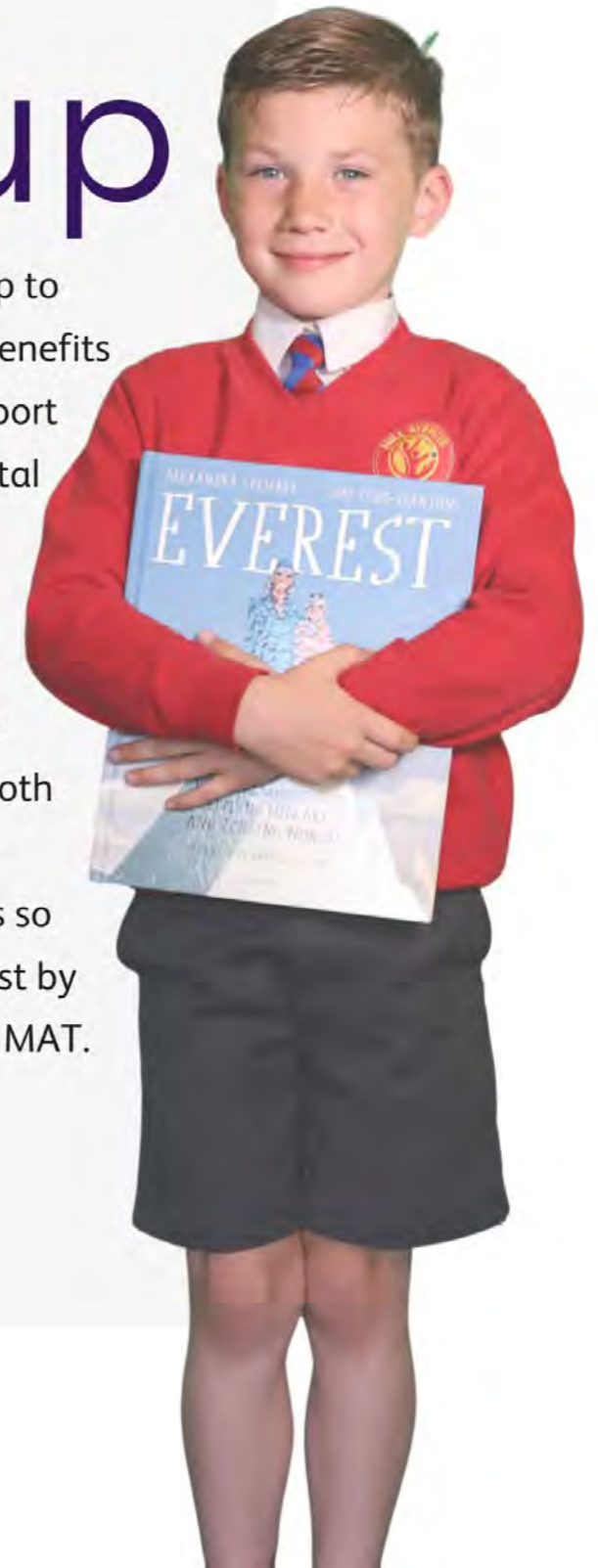


PAYROLL PAY

Payroll Pay allows you to spread the cost of the items you want and need directly from your salary, helping you to avoid expensive borrowing whilst still spreading the cost.



We work with Vivup to make these staff benefits possible, all to support your physical, mental and financial wellbeing. Vivup offers so much in order to make sure you're supported both professionally and personally, and it is so simple to access just by working for Manor MAT.



St Thomas' CE Academy



St. Thomas' C of E Academy, located in the heart of Wednesfield is a thriving, one-form entry primary school with a rich cultural mix and deep connections to the local community and St. Thomas' Church. Established on its current site in the 1960s and becoming part of Manor Multi-Academy Trust in 2018, the school provides a warm, nurturing environment for 210 pupils currently from Nursery through to Year 6. With strong community links and a welcoming atmosphere, St. Thomas' is dedicated to fostering growth, achievement, and respect for all.



Mrs F Beardsley
Headteacher



At our latest inspection, we retained our 'Good' judgment from Ofsted. They saw that pupils are proud to attend our great school.



We have capacity to serve 240 children and their families. They are at the heart of our school.



Our small and dedicated staff team work in unity. Our culture is designed to build each other up and encourage on your journey.



**Our future is built
on what you bring.
At Manor MAT,
your skills,
character and ideas
help shape
what comes next.**

OUR COMMITMENT TO SAFEGUARDING

Safeguarding is the foundation of everything we do. We are fully committed to the principles set out in Keeping Children Safe in Education and all colleagues, regardless of role, are required to uphold these standards without exception. Every appointment we make, from classroom to central team, is considered through the lens of child protection.

Our recruitment process is designed to be thorough, transparent, and uncompromising. We follow Safer Recruitment best practice in full, including the requirement for at least one member of every interview panel to hold a current Safer Recruitment certificate. All shortlisted candidates are subject to scrutiny of their application and any attempt to conceal, misrepresent, or omit relevant information will result in immediate withdrawal of an offer or, where applicable, termination of employment and referral to the relevant authorities.

Every successful candidate undergoes a robust pre-employment vetting process before employment in one of our schools. This includes an Enhanced DBS check with a Children's Barred List check and, where relevant, a check against the Teacher Regulation Agency's prohibition list. Overseas applicants, or those who have lived or worked abroad, will be required to provide additional checks equivalent to a UK DBS, in line with KCSIE requirements.

Safeguarding does not end at the point of hire, it is embedded into the culture and daily practice of every school in our Trust.



Assistant Headteacher

Duties & Responsibilities

We expect our Assistant Headteacher at Manor MAT to uphold our core values of Integrity; Ambition, Collaboration and Inclusion; act with honesty; keep their knowledge and skills as an Assistant Headteacher up-to-date and are self-critical; forge positive professional relationships; and work with everyone concerned in the best interests of the pupils.

Core Purpose

The core purpose of an Assistant Headteacher at a Manor MAT School is to strategically drive high quality teaching and learning in the phase they lead, implement high quality curriculum provision and achieve highest of standards possible.

Core Objectives

- To be a member of the senior leadership team at a Manor MAT School and drive all SIPs and decisions made by the team across the school.
- To have accountability for quality of Teaching and learning, curriculum provision and standards and achievement across phase of the school.
- To take a lead role in SSE (School Self Evaluation) within phase providing all staff with high quality feedback and support in order for them to continually improve.
- To have strategic lead for managing performance of staff within phase.
- To have strategic lead of Effective use of TA workforce within phase.
- To have strategic lead of Effective transition within year/ phase.
- To lead on narrowing gap interventions across the phase.
- To ensure termly assessments and statutory assessments are carried out with accuracy following all school and DfE guidelines.
- To provide assessment of data from a variety of sources to inform planning and use of resources.
- To lead on pupil behavior safety and welfare for all pupils within the phase.
- To develop parent partnership across the phase and lead on parental engagement strategies.
- To be accountable for compliance in your year group you teach and work in partnership with year group leader in your phase.

Requirements

- To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.
- To meet the National Standards of excellence for Headteachers as published by the DfE (2015).
- To achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.
- To promote and safeguard the welfare of all children and young people within the School, by ensuring that the School's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

Assistant Headteacher

Senior Leadership Team Responsibilities

- To support and promote the school's ethos, aims and core values in order to promote the welfare, progress and continued development of the school and its children.
- As part of the Headship Team monitor the quality of teaching and learning across the school, including the analysis of performance data.
- To contribute to the strategic direction and development of the school, including updating the school's Self-Evaluation Form and the development, implementation and monitoring of school improvement plans based on school self-evaluation.
- To be a member of the Child Protection Team, liaise with the SENCo/Inclusion Manager and outside agencies as and when necessary.
- To share corporate responsibility for the safeguarding, wellbeing and discipline of all children by implementing agreed school policies.
- To ensure high standards of teaching and learning, behaviour, attendance and punctuality from pupils, in accordance with agreed school policy and practice.
- To support the induction of newly qualified teachers, support staff and student teachers as necessary.
- Take an active role in recruitment of staff, as required.
- To identify Continuing Professional Development needs of staff and lead Inset as necessary.
- To establish priorities for expenditure and monitor the effectiveness of spending and usage of resources.
- To work with and report to all stakeholders including parents/carers, and governors, as appropriate.
- To take on specific tasks related to the day-to-day administration and organization of the school as requested by the Headteacher and Deputy Headteacher.
- To carry out SLT duties and cover the responsibilities of the Deputy Headteacher as appropriate.
- To take on additional responsibilities which might arise from time to time.

Responsibility to Lead on Interventions

- As part of the Headship Team to take responsibility for Assessment and Raising Achievement, tracking pupil progress carefully using assessment data to impact on achievement
- To lead on, supervise and monitor whole school interventions and have on-going professional dialogue based on children's progress and learning, with teachers, support staff and parents/carers and liaise with outside agencies as appropriate

Phase Responsibilities

- To set high expectations and promote high standards of pastoral, social and educational development across the school.
- To lead, co-ordinate and manage effective learning and teaching across a range of year groups.
- To lead in Performance Management objective setting and review meetings.
- To lead, develop and manage the curriculum across the year groups.
- To have a significant impact on the educational progress of pupils across the phase.
- To monitor and review impact and identify areas for development across the year group.
- To ensure that creative and stimulating learning environments encourage and facilitate children's development and independence.

Assistant Headteacher

Person Specification

Teaching Responsibilities

- To teach children in the MAT age range, catering for the ability and the aptitude of all children within classes, through effective planning, preparation of lessons, marking of work and on-going assessment.
- To Provide an example of 'excellence' as a leading classroom practitioner and inspiring and motivating other staff.
- To liaise with parents/carers, providing them with regular updates on their child's learning and progress.

Subject Leader Responsibilities

- To lead, co-ordinate and manage effective learning and teaching across the school.
- To lead, develop and manage the curriculum across the school.
- To have a significant impact on the educational progress of pupils in the curriculum subject.
- To monitor and review impact and identify areas for development across the school.

General Conditions

It is the intention that the above responsibilities are in accordance with the requirements of the Teachers Pay and Conditions Act, and subsequent orders in terms of duties and working times, also any local agreements guide-lines giving interpretations of Teachers Pay and Conditions of Service.

This job description is subject to annual review. It may be amended only after full consultation with the Assistant Headteacher concerned. It will be signed if agreement is reached.

If following review and amendment, agreement is not reached the appropriate procedures should be used for settling disputes.

Signatures

_____ Assistant Headteacher

_____ Headteacher

Assistant Headteacher

Person Specification

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
Qualifications	Qualified teacher status	✓	
	Good Honors Degree		✓
	Any other qualifications relevant to MAT teaching and a leadership role		✓
Experience and Skills	Consistently outstanding teacher (confirmed at all reviews for at least 2 years)	✓	
	Experience of leading a key issue across our school that has led to improved provision/ outcomes and can be quantified or Experience of leading school improvement in another setting that has led to improved provision or outcomes for children.	✓	
	Experience of leading self-review across a school phase that has led to school improvement.	✓	
	Experience of leading staff development/training.		✓
	Experience as a School Leadership Team member.		✓
	Excellent interpersonal, communication and organisational skills.	✓	
	Experience as a team leader in the performance management of staff.		✓
	Proven successful experience of leadership within a MAT school that has led to significant improvement		✓
	Experience in the line management of staff.		✓
	An understanding of the role of Assistant Headteacher as described with the potential to be successful in the role.	✓	
	Detailed knowledge of Health and Safety requirements in schools.		✓
	Experience in monitoring and evaluating curriculum delivery.		✓
	Experience and training related to an aspect of leadership and management.	✓	

Assistant Headteacher

Person Specification

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
Experience and Skills	Is able to demonstrate vision and strategic leadership of a school.	✓	
	Ability to lead and support other staff within the school which impacts on standards and achievements.	✓	
	Proven success in raising standards at the end of a Key Stage (EYFS/ KS1 or KS2) .	✓	
	High expectations and standards of achievement and behaviour.	✓	
	Good knowledge of the Foundation/ National Curriculum	✓	
	Thorough understanding of safeguarding children.	✓	
	Experience of leading self-review across a school		✓
	An ability to undertake the responsibility of the day to day management of the school, in the absence of the Head/Deputy Head teacher.	✓	
	The ability to work under pressure and meet deadlines	✓	
	Experience of budget management		✓
School Ethos	A belief in pupil centred, active learning with an ability to engage, challenge and have high expectations of children.	✓	
	Ability and willingness to work collaboratively and supportively within the school team, making positive contributions to all aspects of school life.	✓	
Relationships	An ability to provide a caring, cooperative atmosphere for children and to create a challenging, disciplined and effective learning environment.	✓	
	An understanding of the need for confidentiality.	✓	
	An ability to relate well to individuals and groups and to make appropriate contact with parents and/or external agencies as necessary.	✓	

Assistant Headteacher

Person Specification

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
Attitude and Temperament	Positive attitude to teaching and leadership roles and all aspects of school life.	✓	
	Be proactive in areas of responsibility and have an awareness of whole school issues.	✓	
	A commitment to school improvement and to developing own professional skills.	✓	
	A willingness to take on appropriate delegated tasks relevant to the post.	✓	
	Be able to show a committed, professional and loyal attitude to the school, openly modelling its aims and values at all times.	✓	



manormultiacademytrust.com



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