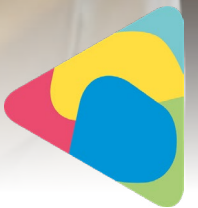




**ACADEMICIS**  
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Part of Unity Schools Trust



# Assistant Head of School - Pastoral Candidate Pack

Location: Staines, Surrey

Start date: January 2025 or April 2025

The  
Magna  
Carta  
School



# Welcome from the CEO



Our vision is to be a community where, by working in partnership together, we are able to deliver the best possible opportunities and outcomes for all of our students. Our motto - Excellence through collaboration - encapsulates our belief that co-operation and teamwork enable us all to grow and develop into the best version of ourselves.

Excellence is realised in many ways, not least through the achievements of the students in our schools. However, it is also seen through the relentless focus of our staff on delivering the highest standards of teaching, learning and student support which enable those successes to be accomplished. As a learning community we believe that every day presents a new opportunity to gain fresh insight and understanding and to implement newly acquired knowledge and experience for the benefit of all.

Our curriculum model has been designed to encourage the development of confident, independent, learners with the skills and comprehension necessary to succeed in an increasingly competitive world. In conjunction with the extensive enrichment opportunities provided by the schools within the Trust our students are able to grow in maturity and understanding.

We are an outward facing Trust with strong links in our communities where we engage in partnership work with many of our feeder primary schools. We have a particular specialism in the promotion of science and scientific discovery and regularly support the production and delivery of the primary curriculum in this area.

I hope that you will find the information in this document helpful and informative but please do get in touch for further information. I look forward to the opportunity to speak with you directly about working with us.

**Michael del Río**  
Chief Executive Officer

# Welcome from the Head of School

**“Educating the mind without educating the heart is no education at all.” (Aristotle)**

Thank you for your interest in joining our wonderful staff team at the Magna Carta School; a vibrant, dynamic, non-selective secondary school that serves the local community and secures great outcomes for students.

Our core belief that ‘learning shapes lives’ is at the heart of everything we do. We are unwavering in our commitment to deliver academic excellence and rich experiences so that students can flourish, be happy and make a positive difference in the world.

We believe wholeheartedly in the power of teaching great lessons every day. The awe and wonder that the world has to offer is brought directly into the classroom by our dedicated and highly-skilled staff team. We empower students to excel in every aspect of their development because we are clear that everyone deserves a great education.

Our rigorous, knowledge-rich curriculum has been expertly designed and inspires curiosity in students as soon as they join us in Year 7. We instil a passion for learning and never stop encouraging our students to believe in their ability and strive to be the best version of themselves.

We take great pride in being an inclusive school that celebrates the diversity of our community and we are firmly committed to maintaining an environment where everyone feels safe, valued and supported.

Our students enjoy coming to school because we have fostered a culture of kindness, respect and empathy that permeates all aspects of school life. We are clear that developing the heart is equally as important as developing the mind so that students leave us having not only gained excellent qualifications but also having developed a strong set of moral values that are deep-rooted in kindness and gratitude.

This application pack offers only a glimpse of our fantastic school and the sense of togetherness that we have embedded here, so to fully appreciate what we have on offer I warmly encourage you to get in touch to arrange a visit. I look forward to the opportunity to discuss this role further with you.

**Craig Adams**  
Head of School



# About Unity Schools Trust



Unity Schools Trust is a Multi-Academy Trust and was formed in September 2015 by the partnership of The Magna Carta School and Bishop David Brown School. The Trust is currently responsible for the education of over 1800 children supported by more than 230 staff. Our schools are located in Staines-upon-Thames and Woking.

## Ethos and Values

The stated objective of Unity Schools Trust is to achieve 'excellence through collaboration'. The Greek philosopher, Aristotle, believed that excellence came in both intellectual and moral forms. The Trust aims to instil a love of learning by the full engagement of all of its community-students and staff- in the process of acquiring and applying knowledge. Furthermore, the Trust seeks to promote the development of positive 'habits' through a wide range of character-building opportunities.

When combined, we believe that these two elements support the development of the whole person enabling us to be the best version of ourselves. Our vision is to be an outstanding learning community where together we learn to know, to do, to be and to live together.

## Our Objective

The Academy Trust's primary objective, as stated in its articles of association, is 'to advance for the public benefit education in the United Kingdom'. Unity Schools Trust is listed as a charitable company limited by guarantee at Companies House.

## Partnerships

A significant part of the Trust's work is in the forging and development of partnerships with neighbouring schools. This includes primary liaison work and support for the provision of specialist subjects. The Trust's work in fulfilment of its objective through collaboration involves sharing people, sharing resources, sharing ideas and sharing progress.

## Services

The Trust provides core support in a number of areas to all of its constituent academies including school improvement activities, finance, ICT and operations.



*Excellence through collaboration*

# Why join our team



The recruitment and development of an exceptional staff team is a top priority for us at the Magna Carta School as well as across our Trust.

We are clear that our aim for students to flourish, be happy and make a positive difference in the world relies upon our ability to deliver the high standards that our community deserves. We are committed to investing in our team to ensure that they can also flourish professionally, enjoy coming to work and therefore make a real difference to the lives of the students in the community we serve.

## At the Magna Carta School, you will benefit from:

- Great behaviour with a centralised detention system that is run by school leaders
- A two-week October half term
- Access to a wide range of learning and development opportunities
- Free use of the school gym at specified times
- Reduced gym membership at Eastwood Sports Centre
- Access to our Employee Assistance Programme
- Free on-site parking
- Free tea and coffee available in the staff room
- Well-being weeks (but we are of course clear that wellbeing is a day-to-day experience too!)
- An additional allowance for running after-school enrichment activities
- Enrolment into the Teachers' Pension Scheme or Local Government Pension Scheme (Support Staff)

All staff have a designated SLT Line Manager as well as Head of Department. Staff are also able to ask for support from our Trust HR department if needed.

We offer bespoke guidance to our staff at all stages of their careers. All leaders are also supported to develop leadership skills through our 'Leadership Development Programme'



# The Magna Carta School

## *Learning Shapes Lives*

The Magna Carta School is an 11-16 academy based in Staines-Upon-Thames, with approximately 1100 students on role. The school is a founder member of Unity Schools Trust and the 1,215 Learning Partnership, determined to enhance lives for young people across this area of Surrey.

The school has a long and proud tradition of educating students from our local community. To facilitate high aspirations, progress and achievement, we have high expectations of behaviour, rooted in respect for one another. We are particularly proud of our students; they are aspirational and enthusiastic about their learning and as a result make good progress and achieve impressive GCSE results. They consistently and successfully progress on to further education and apprenticeships.

Our Academy Council provides a strong voice for students to present their ideas and concerns and to develop the skills necessary to become advocates for positive change.

We believe listening to, and reflecting upon, the experience of our whole school community is an important part of our continuous development journey.

We strive to provide a welcoming, challenging, secure and inclusive learning environment where all students and staff feel that they belong. We are committed to realising our vision that Learning Shapes Lives by creating a culture in which everyone aspires to achieve in a reflective educational environment and a school community where together we learn to know, to do, to be and to live together.

If you think you can make a positive and confident contribution to our team, we would be delighted to hear from you.

**Pupils are engaged in their lessons. Teachers have strong subject and pedagogical knowledge**  
**The Magna Carta School, Ofsted June 2022**

# Job Description

**Job Title: Assistant Head of School - Pastoral**

**Salary: L11 - L16 (Fringe) £65,188 - £73,539**

**Accountable To: CEO & Board of Trustees**

**Responsible To: Head of School**

## Job purpose:

Strategically lead our pastoral provision at both Key Stage 3 and Key Stage 4, ensuring that students meet our consistently high standards of behaviour and attitudes.

Work proactively with the Head of School and the wider senior leadership team to deliver a great education for students.

## Strategic Responsibilities

### Leadership

- Work in partnership with other leaders across Unity Schools Trust (UST) to develop and realise the Trust's vision of excellence through collaboration.
- Support the successful delivery of the school's curriculum, ensuring that it meets the needs and aspirations of all students.
- Lead on specific initiatives that raise students' aspirations and attainment.
- Implement strategies to ensure high standards of behaviour and attendance.
- Support the development of a comprehensive enrichment offer for all students.
- In partnership with UST, the Head of School and the wider leadership team, sustain the school's vision by maintaining a culture and ethos that promotes effective collaboration, excellence, equality and high expectations for all staff and students.
- In partnership with the Head of School, lead the school community to achieve or exceed the school's Key Performance Indicators (KPIs) and targets for student outcomes.
- Lead specific initiatives and coordinate development programmes to ensure both UST and the school promotes and achieves the highest standards of teaching and learning.
- Embed ambition and drive improvement, specifically within line managed faculties/teams and across all areas of responsibility.
- Be accountable for the progress that line managed faculties/teams make towards meeting the school's KPIs
- Draft policies and procedures, ensuring they take account of statutory requirements and or national and local priorities as well as lead their implementation.
- Lead by example, setting high standards of leadership in support of excellent student progress.
- Support the day-to-day management of the school by being a visible and impactful presence.



# Job Description continued

## Pastoral

- Provide line management of the pastoral team, supporting and challenging them to achieve established targets.
- Lead on behaviour management, ensuring consistent application of behaviour policies, promoting positive behaviour, and implementing effective interventions for students facing challenges.
- Develop and oversee targeted pastoral support for vulnerable students, including those with SEND, mental health issues, or external pressures, ensuring appropriate support plans are in place.
- Build strong relationships with parents, carers, and external agencies to ensure effective communication and partnership in supporting students' pastoral needs.
- Regularly review and assess the effectiveness of pastoral systems and interventions, using data to inform improvements and reporting progress to leaders.

## Learning

- Support the leadership team to monitor and evaluate the quality of learning and teaching across the school.
- Promote strategies for raising the progress and achievement of all learners, including strategic intervention programmes.
- Make effective use of assessment data to monitor and promote students' progress, identify and challenge any department variation and, alongside the leadership team, support teachers and department leads to be excellent practitioners.
- Lead by example and consistently model great practice in building students' resilience and a love of learning.
- Encourage an ethos that promotes and enables close co-operation between colleagues and teams across UST and the school.
- Contribute to planning a diverse and flexible curriculum in keeping with the Trust's inclusive ethos.
- Support and co-plan learning experiences for students which are linked to the wider community and take account of students' academic, spiritual, moral, social, emotional and cultural wellbeing.
- Report national and local educational strategies and developments to all staff and Governors/Trustees as appropriate.

## Growth and Development

- Ensure that all staff are kept informed of the school's strategic objectives and core priorities, and our progress towards meeting them, through effective communication strategies.





# Job Description continued

## Growth and Development *continued*

- Implement effective procedures, in line with statutory requirements and obligations, to safeguard students and staff at all times.
- Contribute to the recruitment, induction and professional development of staff.
- Support the implementation of a clear, consistent and meaningful performance management processes across the school.
- With the Head of School, take responsibility for personal professional development, keeping up-to-date with developments related to your areas of responsibility.
- Manage own workload, and that of others, to ensure an appropriate work/ life balance.

## Community

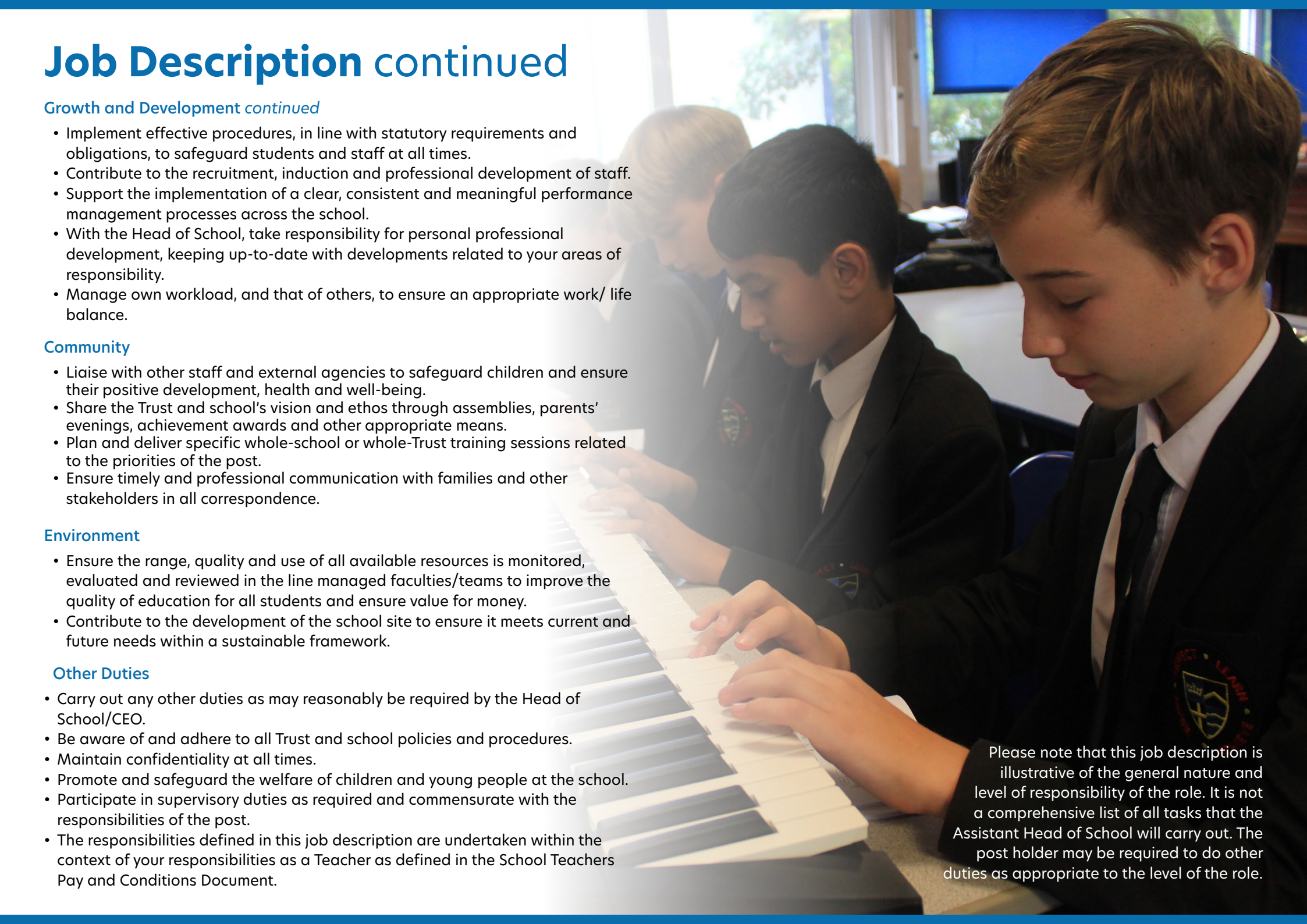
- Liaise with other staff and external agencies to safeguard children and ensure their positive development, health and well-being.
- Share the Trust and school's vision and ethos through assemblies, parents' evenings, achievement awards and other appropriate means.
- Plan and deliver specific whole-school or whole-Trust training sessions related to the priorities of the post.
- Ensure timely and professional communication with families and other stakeholders in all correspondence.

## Environment

- Ensure the range, quality and use of all available resources is monitored, evaluated and reviewed in the line managed faculties/teams to improve the quality of education for all students and ensure value for money.
- Contribute to the development of the school site to ensure it meets current and future needs within a sustainable framework.

## Other Duties

- Carry out any other duties as may reasonably be required by the Head of School/CEO.
- Be aware of and adhere to all Trust and school policies and procedures.
- Maintain confidentiality at all times.
- Promote and safeguard the welfare of children and young people at the school.
- Participate in supervisory duties as required and commensurate with the responsibilities of the post.
- The responsibilities defined in this job description are undertaken within the context of your responsibilities as a Teacher as defined in the School Teachers Pay and Conditions Document.



Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Head of School will carry out. The post holder may be required to do other duties as appropriate to the level of the role.

# Person Specification

Application - A; Interview - I;



	Essential	A/I*	Desirable	A/I
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A good honours degree</li> <li>Qualified Teacher status</li> <li>Recent, relevant professional leadership development</li> </ul>	<p>A</p> <p>A</p> <p>A</p>	<ul style="list-style-type: none"> <li>NPQ qualification</li> <li>Safer recruitment training</li> <li>Evidence of post-graduate study/ research</li> </ul>	<p>A</p> <p>A</p> <p>A</p>
<b>Strategic Leadership</b>	<ul style="list-style-type: none"> <li>Demonstrable experience of successful line management and staff development</li> <li>Involvement in school self-evaluation and development planning</li> <li>The ability to motivate, enthuse, engage and influence all stakeholders in the school community to deliver the vision and collectively raise standards</li> <li>Knowledge and understanding of recent government initiatives in relation to education, curriculum and potential impact on the school</li> <li>Able to understand, interpret and articulate complex data trends to others in order to improve learning outcomes</li> <li>The ability to play a significant role in the development and implementation of a shared strategic vision for the Trust and the school</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<ul style="list-style-type: none"> <li>Understanding of the benefits of working in a Multi-Academy Trust</li> <li>Understanding of the issues relating to Academy status</li> <li>Experience of working with external agencies to support teaching and learning and pastoral development</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>Educational Excellence</b>	<ul style="list-style-type: none"> <li>An outstanding classroom practitioner</li> <li>Proven track record of successfully and systematically improving learning outcomes for students.</li> <li>Recent experience of successfully leading a whole school initiative and evaluating the impact on student outcomes</li> <li>Understanding of how to raise standards in teaching and learning</li> <li>Understanding of successful strategies for closing achievement gaps for different groups of students</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<ul style="list-style-type: none"> <li>Experience of developing literacy</li> <li>Experience of developing SMSC/student character/student wellbeing</li> <li>Experience of developing student voice and rewards initiatives</li> <li>Experience of curriculum development</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>Operational Management</b>	<ul style="list-style-type: none"> <li>Ability to work under pressure and prioritise effectively</li> <li>Ability to build effective working relationships</li> <li>Ability to delegate efficiently</li> <li>Evidence of successful management of monitoring and evaluation strategies relating to: quality of teaching and learning, pupil outcomes, quality of provision and efficiency</li> <li>Evidence of participation in an evidence based performance management system resulting in rigorous accountability</li> <li>Ability to provide a significant input on the OFSTED School Inspection Framework</li> <li>Track record of developing, empowering and supporting individuals and teams</li> <li>Experience of SIMS reporting and pastoral modules</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<ul style="list-style-type: none"> <li>Experience of participation in the process of curriculum planning</li> </ul>	<p>A/I</p>

# ACADEMICIS

If you would like to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant at **Academicis, Will Bridge: [wbridge@academicis.co.uk](mailto:wbridge@academicis.co.uk) or 01223 907979/07825 346535.**

**Closing date: Wednesday 16th October 2024 • Shortlisting: Friday 18th October 2024 • Interviews: w/c 21st October 2024**



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Staines-upon-Thames  
TW18 3HJ

**Unity Schools Trust**  
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