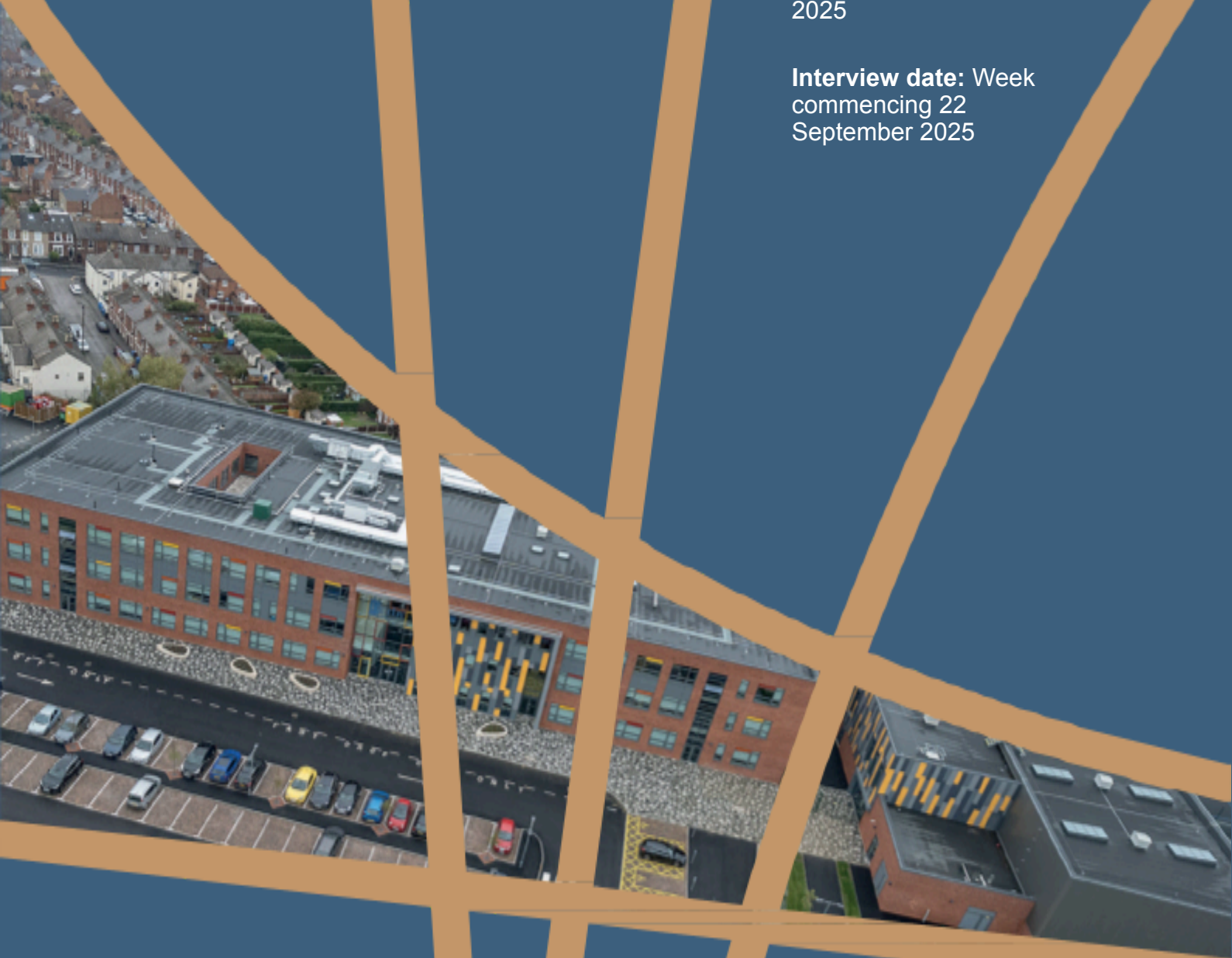


Application Pack

Assistant Headteacher

Application closing date:
Monday 15 September
2025

Interview date: Week
commencing 22
September 2025



Welcome from our CEO

Dear applicant,

Thank you for showing an interest in working for DDAT.

Our trust was established in 2014 for schools choosing to become an academy as well as for those who found themselves in need of a sponsor.

DDAT's vision is to build a better future for all within our academies who in turn will positively impact their communities.

The DDAT family of schools consists of both Church and non-Church schools who all work together to achieve the aims of the Trust as follows:

- Provide children with excellent educational provision
- Rapidly improve underperforming schools
- Develop effective school-to-school support
- Build strong relationships and promote work with external partners
- Raise aspirations and tackle disadvantage so that no pupil is failed by their school.

DDAT academies demonstrate their distinctiveness by providing an inspirational and holistic education that enables all children and staff to develop and achieve their full potential.

Church schools within DDAT are not faith schools for the faithful, but Church schools for the community.

We want our children and young people to be able to 'experience life in all its fullness' and although this phrase is rooted in a Christian narrative (taken from John 10:10), irrespective of a faith perspective, that is what all of us want for our pupils. This has been borne out by the number of community schools that have chosen to join DDAT, signing up to the vision and values that have children at their core.

I very much hope you are encouraged to apply for the position and if successful, I look forward to meeting you in the near future.

Yours faithfully,

Sarah Clark (Chief Executive Officer – Derby Diocesan Academy Trust)

Welcome to our school

Dear Applicant,

Thank you for expressing an interest in our vacancy at Derby Cathedral School. On behalf of the whole school community, I extend you a very warm welcome.

Derby Cathedral School is the first ever Church of England Secondary School in the Derbyshire Diocese. The 11-19 secondary school was established jointly by the Derby Diocesan Academy Trust (DDAT) and Derby Cathedral. The principle aim of the school was to help meet the need for additional high-quality secondary places in the Derby area.

The school has now reached capacity in terms of the age range of the school from Years 7 through to Year 13.

Our aim is to be an outstanding school for our community with high aspirations for all of our students both academically and socially no matter what their starting point. As a school based on Christian values, we celebrate the diversity in our city and welcome students of all faiths and none. Our FAITH (fellowship, aspiration, integrity, tenacity and humility) values are a thread that runs through all aspects of school life.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together, and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

Headteacher

School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- Fellowship - Collaborating with others, we treat everyone with respect, dignity and kindness.
- Aspiration - We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- Integrity - We demonstrate fairness, equality and honesty.
- Tenacity - We are determined and resilient when faced with challenges.
- Humility - We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness'

(John 10:10)

Job Description

Assistant Headteacher – Safeguarding and Attendance

Employment Details

Job Title	Assistant Headteacher Safeguarding and Attendance
Department	Senior Leadership Team
Reports to:	Headteacher
Hours of Work	Full time
Salary	L15 - 19

Job Purpose

To work with the Headteacher and Middle Leaders in all aspects of leadership and management. To work with the Deputy Headteacher: Student Culture and Learning and take specific responsibility for leadership of:

- Safeguarding
- Attendance

Main Duties/Responsibilities

General Leadership	<ul style="list-style-type: none"> • Support the Headteacher in providing a clear direction for the development of the School. • Contribute to establishing the core values of the Leadership Team and their practical expression. • Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's development plan. • Support the Headteacher and staff in the review, implementation, development and monitoring of whole school policies which promote the school's values, aims and objectives. • Attend SLT meetings as required, and report back to staff when necessary. • Establish good relationships, encourage good working practices and support and lead teachers. • Plan, organise and chair meetings as appropriate. • Lead, support, motivate and direct support staff working within the teams as outlined above. • Liaise with support staff and outside agencies. • Ensure that mechanisms are in place to promote standards and quality assurance. • Support the aims and ethos of the school. • Liaise with Local Trust Committee Members, when appropriate, to facilitate their overview of school management. • Attend and participate in open/parent evenings. • Uphold the school's behaviour code and uniform regulations. • Participate in and lead relevant staff training linked to safeguarding and attendance. • Participate in Continuing Professional Development.
--------------------	---

	<ul style="list-style-type: none"> ● Attend team and staff meetings.
Safeguarding and Attendance	<p>You will take specific responsibility for the following:</p> <p>Safeguarding</p> <ul style="list-style-type: none"> ● Strategic Lead for Safeguarding. ● Ofsted Lead for Safeguarding. ● Sharing Panel lead ● Lead for mental health ● Lead for antibullying strategies ● Mental Health Strategy (3-year plan) ● LAC Designated Lead to include review of in-year transfers ● Line lead the Deputy Designated Safeguarding Leads (DDSLs). ● Oversee the school's safeguarding team and ensure all policies and procedures are fully up-to-date such as safeguarding and anti-bullying. ● Oversee the school's attendance team and approach to pupil counselling ● Coordinate child protection procedures, ensuring effective record keeping and communication systems are in place. ● Liaise with external support agencies as relevant regarding the welfare of pupils. ● Oversee and liaise with the SENCO, HoY and other relevant staff on all aspects of pupil support e.g. PSPs, CiN, TAF and CP plans. ● Keep abreast of relevant local, national and global developments and how these impact on the school. ● Oversee the annual safeguarding audit and ensure any action points are implemented and monitored. ● Complete all relevant core and additional safeguarding training including training for DSL. ● Lead staff training on safeguarding ● Ensure the website is kept up to date in relation to safeguarding. <p>Attendance</p> <p>Strategic attendance and admissions lead</p> <p>Strategic punctuality lead</p> <p>Christian Distinctiveness through inclusion lead</p>
Monitoring	<ul style="list-style-type: none"> ● SENSO ● IMPERO ● Safeguarding ● Whole School attendance ● Responsibility for mental wellbeing calendar items.
Teaching & Learning	<ul style="list-style-type: none"> ● Lead by example as a teacher and as a manager, achieving high standards of student attainment, behaviour and motivation through effective teaching. ● Monitor and evaluate student achievement and

	<p>attainment of your groups.</p> <ul style="list-style-type: none"> ● Follow and demonstrate high standards of all policies and procedures related to classroom delivery and practice. ● Contribute to medium- and long-term curriculum planning for your associated subject department. ● Assume a significantly reduced teaching commitment
Recording and Assessment	<ul style="list-style-type: none"> ● Update the Headteacher, other Senior Leaders and Local Trust Committee on the effectiveness of provision for students throughout the school. ● Have input into the target setting process for raising standards and achievement for students and feedback to the Headteacher. ● Monitor progress and ensure appropriate action plans are in place where issues are identified. ● Ensure planning is effectively carried out and ensure individual needs are being met
People and Relationships	<ul style="list-style-type: none"> ● Promote Christian Distinctiveness through inclusion ● Sustain effective, positive relationships with all staff, students, parents and Local Trust Committee Members and the local community. ● Support Pastoral Leaders within the context of school policies in relation to working practices and relationships to be fostered with students, including those relating to values, behaviour, conduct and attitude. ● Encourage moral and spiritual growth and civic and social responsibility amongst students. ● Manage innovation and change. ● Work collaboratively with all colleagues. ● Manage and develop effective working relationships with Headteacher and senior leaders in the school.
Training and Development of Self and Others	<ul style="list-style-type: none"> ● Lead the professional development of all staff through example, coaching peer support and target setting. ● Contribute to the audit of staff development and training needs and the provision of effective INSET. ● Ensure support and training during the induction of new staff and for trainee teachers. ● Support the establishment of priorities for expenditure across the whole school and within departments. ● Maintain effective and efficient management and organisation of the accommodation and resources of the school. ● Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and conduct and for pupils' spiritual, moral, social and cultural development.

Person Specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Qualified teacher status, degree level qualification, or equivalent • DSL training 	<ul style="list-style-type: none"> • Current first aid certificate • NPQSL or NPQML.
Experience	<ul style="list-style-type: none"> • Further relevant professional/academic study and evidence of CPD and knowledge of current issues in education. 	<ul style="list-style-type: none"> • Experience developing policies and practices. • Experience of management within a period of significant change (e.g. academy conversion, new build etc.)
Knowledge and Skills	<ul style="list-style-type: none"> • Hold and articulate clear vision, values and moral purpose, demonstrating optimistic personal behavior, and positive relationships and attitudes. • Demonstrate a strategic leadership style that is characterised by integrity, creativity, resilience and clarity. • Understand how to empower all students and staff to excel. • Implement, manage and evaluate change in a collaborative way. • Show evidence of raising standards that has impacted positively on pupil attainment and teaching and learning. • Significant experience in evaluating and using data to plan and improve pupil performance. • A clear understanding of what makes good and outstanding teaching through a deep understanding of how pupils learn, and the ability to develop a culture where striving for outstanding teaching and learning is central to the school's work. • A commitment to valuing, supporting and encouraging the professional development of staff members. • An understanding of how to create or implement accountability systems with the 	

	<p>support of the leadership team and combine data from a range of sources in order to maximise the achievement of pupils.</p> <ul style="list-style-type: none"> • A clear understanding of and commitment to promoting and safeguarding the welfare of pupils. • Building and nurturing a strong, positive and collaborative team culture that enables all staff to carry out their respective roles to the highest standard and for all staff to work effectively together to deliver school improvement. • A commitment to building and maintaining effective and positive relationships with parents, carers, the wider community and other schools. • Inspiring and influencing others, within the school to believe in the fundamental importance and value of education in young people's lives. • Excellent communication skills and proven ability to listen to, understand and work effectively with all pupils, staff, trustees and parents. • The ability to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level. 	
Personal Qualities	<ul style="list-style-type: none"> • The ability to form good working relationships with colleagues and pupils • The ability to prioritise and meet deadlines • A commitment to continued professional development • A desire and commitment to contribute to the wider school and its community • A commitment to protecting the welfare of young people • An open mind to change and the unique circumstances found in a new and expanding school 	
Other	<ul style="list-style-type: none"> • Good attendance/punctuality 	

	<ul style="list-style-type: none"> record • Enhanced DBS certificate and barred list check • Flexibility • Demonstrate a commitment to: • Equalities and the Equality Act 2010 • Promoting the school and Trust vision and ethos • High ethical standards • Relating positively to and showing respect for all members of the school and wider community • Ongoing relevant professional self-development • Safeguarding and child protection 	
--	---	--

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and Teaching Standards. This job description will be kept under review, and may be adjusted to varying degrees, in consultation with the post-holder as needs arise.