

**Morecambe Bay Academy**  
**Job Application**  
**Assistant Headteacher**



## Welcome from the Headteacher



Dear Applicant,

I am writing to you on behalf of Morecambe Bay Academy, where I serve as Headteacher. I am thrilled to inform you that we are seeking to appoint an exceptional individual to the position of Assistant Headteacher at our school.

This is an exciting opportunity that would suit a Senior Leader or Assistant Headteacher who is looking for a new challenge in a larger school, or an experienced Middle Leader who has had a proven track record of improving pupil outcomes.

As an Ofsted-rated "Good" school, we are on a continuous journey of school improvement, and we believe that the successful applicant for this role will play a crucial part in supporting our efforts. We are seeking a passionate and dedicated individual who shares our vision and values, and who is committed to helping our students reach their full potential.

In this role, you will have the opportunity to benefit from a range of professional development opportunities, including access to National Professional Qualifications (NPQs). This will not only enhance your own leadership potential but also contribute to the overall growth and development of our school community.



**Belong | Believe | Achieve**



Visits to the school are welcomed and encouraged. Please email Mrs Georgina Milce [gmilce@morecambabayacademy.co.uk](mailto:gmilce@morecambabayacademy.co.uk) to arrange to visit and tour the school.

Sincerely

Jen Pardoe  
Headteacher

We are committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Appointments made are subject to satisfactory references and to an enhanced Disclosure and Barring Service check.

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**The Bay Learning Trust**

**Our Trust**



The Trust was set up by Ripley St Thomas Church of England Academy in 2017. Ripley is a large Academy with over 1700 students, 400 of whom are in the Sixth Form. The Academy has been graded "Outstanding" in its last two Ofsted inspections. Ripley is a Teaching School and has its own SCITT (School Centred Initial Teaching Training), which was also graded "Outstanding" in 2017. It is also a National Support School.

In 2018 Carnforth High School joined the Trust family, who were then subsequently joined by Morecambe Bay Academy and Central Lancaster High School in 2019.

It has been very exciting to see the development of the Trust over the last eighteen months; we are now able to make a significant contribution to the education of young people in our local area. Our priority is to improve the quality of education in all our schools and so enhance the life chances of our young people. Equally importantly, we want to develop well-rounded and considerate students who will contribute to their local communities and make a positive difference wherever they are. An excellent education is about more than examination results!

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**Morecambe Bay Academy**

## **Our Vision and Values**



### **Vision and values**

Morecambe Bay Academy is where every student belongs, believes, and achieves. We are a thriving community school with a rich history of excellence and big heart. We are dedicated to inspiring and transforming the lives of our students.

Through relentlessly high expectations, excellent teaching, unwavering support, and a culture of hard work and independence, we empower our students to dream big, pursue academic and personal excellence, and make a lasting positive impact on the world around them. At Morecambe Bay, our students find joy in their regular accomplishments, build lasting friendships, and develop into kind, resilient, and compassionate individuals who are proud to call this school their own.

#### **Belong**

We are kind and compassionate  
We are respectful  
We are honest and trustworthy

#### **Believe**

We seek out new challenges  
We are resilient and determined  
We have high aspirations

#### **Achieve**

We work hard  
We pursue excellence  
We persevere

**Belong | Believe | Achieve**

**Morecambe Bay Academy**

## **Job Description**



<b>JOB DESCRIPTION:</b>	Assistant Headteacher
<b>RESPONSIBLE TO:</b>	Headteacher
<b>GRADE:</b>	Negotiable
<b>Closing Date:</b>	9am 28 April 2025
<b>Interviews:</b>	Friday 2 May 2025
<b>Start Date:</b>	September 2025

### **Job Purpose:**

To play a key role in raising standards and outcomes across the academy.

The ideal candidate will be an outstanding practitioner with an excellent track record of exceptional pupil outcomes. They will be fully invested in making a difference to all learners in our school and will have led significant improvements in pupil outcomes in previous posts.

They will have significant leadership experience and will be an effective decision maker, have excellent organisation and communication skills and will lead by example and with integrity. They will be able to evidence the impact of their actions in their current area of responsibility.

Specific areas of responsibility will reflect the successful applicant's areas of expertise and experience.

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**Morecambe Bay Academy**

## **Job Description**



### **Overarching responsibility as a member of the Senior Leadership Team**

To play a key role in raising standards across the academy through strategic and operational leadership

To ensure that a highly ambitious curriculum for all learners is effectively implemented

To support High-quality teaching and learning experiences all classrooms for all students

To overcome all barriers to outstanding achievement through effectively managing the resources of the academy

Improved standards of teaching and learning and academic outcomes for all

### **Leadership**

To promote an aspirational culture by consistently upholding the vision, values and policies of the academy and the Bay Learning Trust

To uphold the principles of transparency and integrity

To be a highly visible, consistent and supportive presence in and around the academy

To take a strategic responsibility for specific areas of school development

To represent the academy in the local and wider community

To develop leadership in others

To provide challenge and support to develop staff

To lead by example and consistently deliver outstanding lessons

To lead by example and consistently deliver good or better progress with all groups of learners

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**Morecambe Bay Academy**

## **Job Description**



### **Management**

- To line manage subject leads of specific departments
- To secure an outstanding quality of education through whole school quality assurance activity and staff appraisal process
- To ensure detailed and comprehensive record keeping in your area of responsibility which will be used to measure impact
- To manage the behaviour and learning of pupils through forming high quality relationships and by having high expectations of all
- To manage the good order of the academy
- Monitor health and safety matters across the academy and ensure they adhere to the academy's Health and Safety policy
- Be responsible for the management of allocated resources and ensure they are maintained to a high standard
- To engage with parents, professionals and other stakeholders

### **Safeguarding:**

Morecambe Bay Academy is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

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**Morecambe Bay Academy**



## **Job Description**

In addition, the post holder will demonstrate personal qualities and experiences that reflect those identified within the Headteacher Standards. Whilst a Assistant Headteacher is not expected to be fulfilling these standards, candidates will need to demonstrate some evidence that they are working towards aspects of each domain as outlined below

The post holder will be expected to demonstrate consistently high standards of principled and professional conduct. They are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

They will uphold and demonstrate the '[Seven Principles of Public Life](#)' at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders

Selflessness

Integrity

Objectivity

Accountability

Openness

Honesty

Leadership

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**Morecambe Bay Academy**

## **Person Specification**



	Essential	Desirable
<b>Qualifications</b>	Qualified Teacher Status Good honours degree Relevant and recent CPD with a teaching and learning focus	Experience of leading a successful Mathematics department is preferred but not essential NPQML/SL Inset specific to school leadership
<b>Relevant Experience</b>	Currently working in a school as part of middle or senior management for at least three years To have taken an active involvement in school self-evaluation and development planning To have implemented and developed a successful departmental/whole school initiative with positive impact	Be able to demonstrate successful and effective leadership in more than one school  Experience of leading impactful change  Experience in developing staff through INSET (e.g. coaching, mentoring, INSET for staff)

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## Person Specification



<b>Knowledge &amp; Skills</b>	<p>Demonstrate excellent subject, curriculum, pedagogical and assessment knowledge</p> <p>To be able to effectively use data, accurate analysis, interpretation and understanding to raise standards/ address weaknesses</p> <p>To be able to demonstrate how your leadership has improved outcomes for all students</p> <p>Demonstrate the ability to communicate with clarity and ensure consistency</p> <p>Demonstrate the ability to simplify complex issues and develop innovative solutions</p> <p>Demonstrate an awareness of the needs of pupils at Morecambe Bay Academy and how these could be met</p>	<p>Able to work under pressure and prioritise</p> <p>Presence – the ability to build positive relationships with students, staff and parents</p>
<b>Personal Qualities</b>	<p>A strong moral purpose and a drive for excellence</p> <p>A candidate who came into teaching to make a difference</p> <p>The ability to give, receive and act on feedback</p>	<p>A commitment to our community that goes beyond the school day and school gate</p>

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