



CANDIDATE INFORMATION BROCHURE



To inspire young people to make their best better



May 2017

Dear Candidate

Thank you for taking the time to apply for the Director of Humanities role at Maltings Academy.

Maltings Academy opened in September 2008 and is part of Academies Enterprise Trust, the largest nationwide, multi-academy sponsor in the country.

Academies Enterprise Trust firmly believes that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up-to-date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Maltings Academy was graded as “Outstanding” by Ofsted in March 2015. “Students believe they can and will achieve and understand how to do so”. “They approach their learning with enthusiasm, confidence and determination”. Ofsted also said “students’ behaviour is excellent” and “teaching is highly effective”.

This is a great opportunity to work in an outstanding school.

Visits to the Academy are encouraged. To arrange a visit or for more information please contact Human Resources on 01376 512911 extension 1201 or hr@maltingsacademy.org

If you share our vision and values then we would be very excited to hear from you.

Yours faithfully

The Talent Team

Job description

Job Title: Director of Subject, Witham Academies

Responsible to: Linked member of the Senior Leadership Team (SLT)

Job Purpose

Across both academies:

- To be accountable for leading, managing and developing the subject area
- To be accountable for raising standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the subject area.
- To lead, train, support manage department staff t
- To ensure the provision of an effective curriculum for the department

Main Duties

Operational/ Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To ensure the day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- To assist in monitoring and following up student progress
- To formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the academy.
- To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, the academy and department SEF and the aims and objectives of the academy.
- To ensure that health and safety policies and practices, including risk assessments, throughout the department are in-line with statutory and AET requirements and are updated where necessary, liaising with the Head of Facilities.
- To be a member of the appropriate academy management structures/meetings, and take a corporate responsibility for the leadership of the academy.
- To implement academy policies and procedures

Curriculum Provision & Development

- To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which compliments the Academy Improvement Plan/Academy Evaluation.
- To be accountable for the development and delivery of subject throughout the academy
- To lead curriculum development for subject.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local and academy level.
- To liaise with the Exam Officer to maintain accreditation with the relevant examination and validating bodies.

Staffing

- To line manage the team including recruitment; induction; training and development; 1-1 meetings, performance appraisals; absence management; performance and conduct - liaising with HR where required
- To communicate relevant academy procedures to team and ensure that they are adhered to
- To ensure that staff development needs are identified and that appropriate programmes are designed and implemented.
- To be responsible for the efficient and effective deployment of the area's technicians/support staff where applicable
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Manager to secure appropriate cover within the department.

Quality Assurance (in liaison with line manager)

- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
- To contribute to the academy procedures for lesson observation.
- To implement academy quality procedures and to ensure adherence to those within the department.
- To monitor and evaluate the curriculum area/department in line with agreed academy procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the department's quality procedures meet the requirements of Self Evaluation data and the Strategic Plan.

Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the department as required by the academy systems.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the department.
- To produce reports on examination performance, including the use of value-added data.
- To manage the department's collection of data in conjunction with the Data and Exams departments.
- To provide the Governing Body with relevant information relating to the department's performance and development.

Communications

- To ensure that all members of the department are familiar with the AET aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with the AET, partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To positively represent the view's and interests of the department.

Marketing and Liaison

- To contribute to the academy liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner academies and the community, attendance where necessary at liaison events in partner academies and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

Management of Resources

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed.

Pastoral System

- In conjunction with the Pastoral team, to monitor and support the overall progress and development of students within the department.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To contribute to PSHE, citizenship and enterprise according to academy policy.
- To ensure the academy's behaviour management systems are implemented in the area so that effective learning can take place.
- To be familiar with the academy's Child Protection Policy and to report concerns to the designated Child Protection Officer.

Academy Duties

- To undertake duties before academy and at break, on a rota basis.
- To take reasonable care of department resources and to account for any equipment used.
- To attend department meetings and assist in planning and evaluation.
- To set cover work when on leave of absence.
- To liaise with the line manager over career and professional development.
- To report anything that could endanger or threaten the health and safety of students or staff to the Head of Facilities
- To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.

Teaching

- To undertake a programme of teaching in accordance with the appropriate professional standards.
- To teach, students according to their educational needs, including the setting and marking of all class work and coursework carried out by students in the academy and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, literacy, numeracy and academy subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students that meet internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods that will stimulate learning appropriate to student needs and demands of the syllabus.

- To maintain discipline in accordance with the academy procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, curriculum areas and academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To liaise with Director of Inclusion and the form tutor over student's with special educational needs and to modify teaching accordingly.

Health & Safety

- To ensure a safe and healthy environment is maintained within the departmental area, referring any areas of concern to the Head of Facilities
- To complete risk assessments and any other necessary health and safety documentation for the department and team.

Form Tutor Duties

- To offer care and support to students in all aspects of their academy life and prepare them for adult life;
- To develop an understanding and knowledge of each student as an individual;
- To enable students to play an active role in all aspects of the academy's tutorial and PSHE programme; and
- To undertake related administrative tasks

General

- To attend required meetings and training sessions
- To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities for health & safety in the workplace in accordance with the academies' Health & Safety Policies and Procedures
- To ensure that all duties and services provided are in accordance with the academies' Equal Opportunities Policy
- To maintain confidentiality in all academy related matters

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Head of Academy.
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person specification

Criteria	Standard	Essential /Desirable
1.Qualifications, Specialist Knowledge & Experience	<ul style="list-style-type: none"> Degree in a relevant discipline Qualified Teacher Status Significant teaching experience including KS5 Evidence of continuing and recent professional development relevant to middle leadership Experience of leading a department with successful outcomes in attainment and pupil progress Advanced knowledge of National Curriculum requirements ICT skills that reflect the impact of technology on todays classrooms 	
	<ul style="list-style-type: none"> Completion of Middle Management Training or other leadership qualification 	
Organisation & Planning	<ul style="list-style-type: none"> Experience of long term planning and resourcing the work of a department 	
Problem Solving & Initiative	<ul style="list-style-type: none"> Experience of developing effective strategies to raise attainment and improve progress across a department Experience of managing change effectively 	
Communication	<ul style="list-style-type: none"> Experience of communicating effectively to a variety of audiences, both orally and in writing, with the ability to communicate logically, concisely and persuasively Experience of delivering presentations and training sessions Experience of writing reports 	
People Skills	<ul style="list-style-type: none"> Experience of leading, managing and developing a team Experience of negotiating and influencing others Experience of building and maintaining effective relationships Demonstrate a commitment to equality 	
Flexibility & Adaptability	<ul style="list-style-type: none"> Ability to work across both academy sites and willing to work flexibility to meet academy needs 	
Safeguarding	<ul style="list-style-type: none"> Advanced understanding of safeguarding / 	

	child protection procedures	
Other	<ul style="list-style-type: none">• Commitment to the academies aims, ethos and vision• Demonstrable commitment to own professional development	

Academies Enterprise Trust

Academies Enterprise Trust is a network of 66 schools

(Primary, Secondary and Special) across England.

We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help pupils achieve world class learning outcomes by developing world class teachers in a world class community.



Ethos Statement

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for pupils.
- Employer of choice for staff.
- Investment of choice for parents.

Values and Beliefs

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

Learning and Development

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.

For further information about the Academies Enterprise Trust please visit our website www.academiesenterprisetrust.org or contact recruitment@academiesenterprisetrust.org to answer any questions you may have.



Google Education

Google Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments.

With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

Google in Education

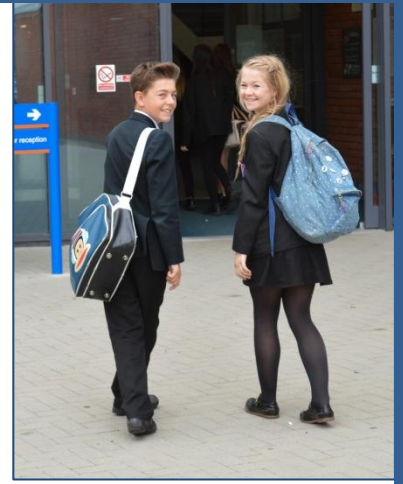


A New and Open World for Learning

Staff Benefits

Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes



Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in childcare vouchers to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

Financial

- JTRS Apple Product Store–Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –Employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- Pension

Health and Wellbeing

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
- Westfield Health – The Group has enjoyed a business partnership with Westfield Health since 2008, which offers an opportunity to obtain cash back for eligible employee's routine health needs. The scheme provides an excellent range of benefits for you and your dependent children.

Academies Enterprise Trust - Safe Recruitment Procedure

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure and Barring Service

A Disclosure and Barring Service Certificate will be required for all posts.

Shortlisting

Only those candidates meeting the right criteria will be short listed.

Interview

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates and, where necessary, employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

Equal Opportunities

Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

Data Protection

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you are appointed, in which case the data you have supplied will form the basis of your individual staff record.