SMITH'S WOOD ACADEMY

A Fairfax Multi-Academy Trust School

Senior Leadership Team

Candidate Information Pack

Assistant Head of Academy – Teaching & Learning

FAIRFAX MULTI-ACADEMY TRUST

WELCOME - *CEO of the Trust and the Head of Academy*

Dear Candidate

Firstly, thank you for considering joining one of our very successful schools within the Fairfax Multi-Academy Trust. Established in 2014, we believe that education is the bedrock for a successful and fulfilling life. It is our aim to prepare each and every student to succeed in the 21st Century by pursuing excellence in attendance, punctuality, behaviour, uniform, respect for one another and outstanding outcomes in the classroom.

Academic success is vital, however developing the whole person through extra-curricular opportunities also plays centre stage in our ethos.

The Trust is fortunate to have so many fantastic, dedicated and committed professionals in its schools and I personally am honoured to work for them. I do hope you find this pack informative and look forward to hearing from the Head of Academy about your application. You will be joining a fantastic organisation that will offer you many opportunities to progress as an individual and support you in attaining whatever position you aspire to achieve. Good luck and my sincere good wishes in your professional career.

Yours sincerely,

Andy Bird
CEO
Fairfax Multi-Academy Trust

Dear Candidate,

Thank you for expressing an interest in Smith's Wood Academy.

At Smith's Wood we do things *the Smith's Wood Way*. This means that we strive for excellence in all that we do; we are dedicated and ambitious for ourselves and each other. We truly believe that there is dignity in hard work and effort and we believe in taking a traditional approach – manners, courtesy and respect are integral to our work. We believe in being open and transparent and in working with absolute integrity. I am proud to say that this is a school where staff and students support each other and take collective responsibility.

Having converted to an Academy on 1st April 2017 Smith's Wood is currently at a pivotal point in its long history; this is an exciting opportunity to be involved in transforming the future direction of Smith's Wood to make it one of the leading schools in the country. I am relentless in my drive and ambition to improve the outcomes for all who choose to join us on our journey.

Smith's Wood Academy is a special place to learn and work; I urge anyone considering applying for a post with us to visit us, talk to existing colleagues and to our students to find out exactly what it is that makes us so special. I hope that you like what you read and that you choose to take the first steps in joining the Smith's Wood Team.

Yours sincerely,

Katy Craig
Head of Academy

CONTEXT - *Our school*

Smith's Wood Academy is located in the north of Solihull. There are approximately 1200 students on roll. Smith's Wood is located in the north of the borough and falls within one of the most deprived areas in the country; the proportion of pupils in receipt of the Pupil Premium is well above average.

Smith's Wood converted to an academy on the 1st April 2017, working in partnership with the Fairfax Multi-Academy Trust (FMAT) – already this partnership is highly effective in bringing about real and sustainable changes to the school and its community. The newly established leadership team is making important and rapid gains in terms of school improvement. We absolutely need to keep this momentum going and hope that you choose to join us as we move forward.

SENIOR LEADERSHIP *The Team*

Head of Academy
Mrs Katy Craig

Deputy Head of Academy
Mr Andrew Deen

Deputy Head of Academy
Mr Richard Cornell

Assistant Head of Academy – Teaching & Learning
Mr Alex Laney

Assistant Head of Academy – Pastoral support and Guidance
Ms Ruth Kitchen

Associate Assistant Principal – English
Mrs Michelle Corrigan

Associate Assistant Principal – Mathematics
Mr Dave Clarke

Associate Assistant Principal – Science
Position vacant

Associate Assistant Principal – Humanities
Position vacant

Associate Assistant Principal – Head of Sixth Form and Vocational Learning
Mrs Wendy Seward

SUBJECT DELIVERY *Interview Lesson*

Shortlisted candidates will be required to teach a lesson. We are seeking to appoint an outstanding practitioner. When planning for this, please consider the guidance below.

WHAT WE WILL BE LOOKING FOR:

- teaching that engages and includes all students with work that is challenging enough and that meets the students' needs;
- teachers who command the respect of their classes, set out clear expectations for students' behaviour and, where appropriate, start and finish lessons on time and manage teaching resources effectively;
- responses from students within the lesson that demonstrates sufficient gains in their knowledge, skills and understanding;
- teachers who monitor students' responses in lessons and adapt their approach accordingly;

- teachers that seek to assess the effectiveness of their own teaching and adapt accordingly;
- teachers who give the necessary attention to the most able and the disadvantaged, as they do to low-attaining students or those who struggle at school in their education.

PLEASE NOTE

Details of the class and the duration of the lesson will be provided pre-interview.

RESOURCES AVAILABLE

A projector and white board will be available
Classrooms are set out in rows
Students will have their exercise books

Any further requirements, please let us know.

Further details regarding the selection process will be issued prior to interview.

Assistant Head of Academy

JOB DESCRIPTION
ASSISTANT HEAD OF ACADEMY

POST HOLDER	Assistant Head of Academy
DEPARTMENT	Smith's Wood Academy
RESPONSIBLE TO	Deputy Head of Academy
LINE MANAGEMENT OF	Lead Practitioners
SALARY	Leadership Scale L12-16

JOB PURPOSE
Smith's Wood is committed to providing a first class education to each and every student that attends the academy. In order to achieve this, the purpose of this role is to raise standards of pupil attainment and achievement as well as of teaching and learning across the academy. To be a role model of professionalism and good practise and to support the development and enhancement the teaching practice of others. To guide and direct the team of Lead Practitioners to improve the quality of learning and teaching across the academy.

This job description lists the major duties and requirements of the job and is not all-inclusive. Under the direction of the Head of Academy, the post holder may be expected to perform duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

MAIN DUTIES AND REQUIREMENTS SPECIFIC TO THIS POST

STRATEGIC LEADERSHIP
1. Play a major role under the overall direction of the Head of Academy in formulating and reviewing the Academy Improvement Plan and its objectives and targets by:
   - Writing, updating and establishing the policies through which they shall be achieved;
   - Leading and managing staff and resources to that end;
   - Monitoring progress towards their achievement.
2. Support all staff in achieving the academy's priorities and targets and monitor the progress of those aspects for which you have oversight.
3. Support the school self-evaluation process and identify priorities for improvement.
4. Promote a clear vision for student progress which embodies high expectations for all against national standards.
5. Lead colleagues in the development, implementation and embedding of practice to secure accelerated progress.
6. The promotion of student and parental aspiration to maximise student progress, closing the gap on national benchmarks.
7. Provide a model of excellence with own practice.
8. Develop and maintain positive working relationships with and between all students and staff throughout the academy.
9. Identify key professional development needs for those line managed and ensure that these are addressed through the provision of high quality coaching and mentoring.
10. Lead groups of staff in development activities and evaluate outcomes.
11. Ensure that the Head of Academy and Governors are well informed about policies, plans and priorities in the areas for which you have responsibility and that progress is evaluated and outcomes are shared.
12. Lead, monitor and embed change where identified to drive improvement.
13. Work with the colleagues to ensure that resources and staff are deployed appropriately to support data use and the achievement agenda.

14. Work with the senior leadership team in establishing priorities for expenditure in the areas for which you have whole academy responsibility and in monitoring the effectiveness of spending and use of resources.

LEADERSHIP AND MANAGEMENT RESPONSIBILITIES

1. Implement academy policies and procedures, reviewing and revising the policies linked to this post.
2. Work with colleagues to formulate aims, objectives and strategic plans for the academy which have coherence and relevance to the needs of pupils.
3. Promote Health and Safety policies and practices, including risk assessments.
4. Undertake performance management review(s) and act as reviewer for a group of staff within a designated Faculty/Department.
5. Promote teamwork and to motivate staff to ensure effective working relations.
6. Ensure effective communication/consultation as appropriate with the parents of students.
7. Carry out quality assurance and observations, as arranged by the Deputy Head of Academy.
8. Be a member of the leadership team and attend relevant meetings as well as academy functions and undertake whole academy duties as may be reasonably determined by the Head of Academy.
9. Assist the Head of Academy in leading and managing the academy.
10. Undertake such duties as are delegated by the Head of Academy.

ACHIEVEMENT AND PROGRESS RESPONSIBILITIES

1. Actively contribute to the process of the setting of targets within the academy and work towards their achievement.
2. Ensure the maintenance of accurate and up-to-date information concerning the student progress within the Associate Assistant Headteacher on the management information system.
3. Ensure excellent rates of progress for the pupils that you teach.

CLASS TEACHER RESPONSIBILITIES

1. Carry out the duties of a teacher as set out in the current Teachers' Standards Document.
2. Plan and deliver lessons in line with the Academy's Teaching and Learning Policies.
3. Undertake such duties as their respective Line Manager may determine as reasonably falling within the role.
4. Uphold the values of Fairfax Multi-Academy Trust and Smith's Wood Academy with all stakeholders.
5. Ensure **ALL** learners make excellent progress by differentiating tasks and liaising with Teaching Assistants as necessary.
6. Regularly assess students' work, giving appropriate feedback (formative and summative) and use student data to plan appropriate challenging objectives and differentiated tasks in lessons and homework.
7. Ensure every student knows their level or sub-level and understands the steps required to achieve the next stage in their progress and attainment.
8. Set an exemplary role model in terms of dress, punctuality and attendance.
9. Attend and participate in parent and open evenings as required.
10. Uphold the Academy's Behaviour for Learning Policy and Uniform Code.
11. Participate in staff training, INSET and Professional development opportunities.
12. Ensure that the learning environment is attractive, tidy, safe and conducive to student learning.
13. Adhere to the academy policies regarding Health and Safety, Safeguarding, ICT usage and Educational visits/trips.
14. Provide cover for staff in line with the 'Rarely Cover Agreement'.
15. Make a particular contribution to building team commitment, in particular:
    - Provide a role model for professional practice in the school;
    - Make a distinctive contribution compared with other less experienced teachers;
    - Contribute effectively to the wider team.

LEADERSHIP OF COACHING RESPONSIBILITIES

1. To ensure that the Lead Practitioners are effective in their work and that standards of teaching and learning are improved as a direct result.
2. Coordinate the coaching programme for staff requiring support.
3. Support staff in effectively adopting the mastery style of teaching.
4. Responsibility for the effectivess of the Feedback and Study Policies.
5. Oversee and monitor the progress of unqualified teachers. Trainees, NQTS and NQT + 1 teachers.
6. Oversee the induction year for NQTs, including the training programme, assessments, observations and quality assurance of faculty/departmental mentoring.

7. Oversee the provision for student teachers at Smith's Wood Academy, liaising with the ITT providers, running an appropriate professional studies programme and fulfilling any other duties in the role of professional mentor.
8. Coordinate and develop a whole academy CPD programme (including training days and induction programme).

GENERAL

1. Uphold the values, maintain the ethos and contribute to the overall purpose of the Trust.
2. Promote and safeguard the welfare of students you come into contact with.
3. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
4. Be aware of, support and ensure equal opportunities for all.
5. Appreciate and support the role of other professionals.
6. Attend and participate in relevant meetings as required.
7. Participate in training and other learning activities and performance development as required.

This job description lists the major duties and requirements of the job and is not all-inclusive. Under the direction of the Head of Academy, the post holder may be expected to perform duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Where the Associate Assistant Headteacher is also a subject leader then the job description for the subject leader will also apply.

Assistant Head of Academy – Teaching & Learning

The successful candidate will possess all or most of the following attributes:
E = Essential D = Desirable

QUALIFICATIONS
• A good honours degree (E) • Qualified teacher status (E) • Second degree or further qualifications or study (D)
TEACHING and MANAGEMENT EXPERIENCE
• An outstanding teacher (E) • Highly successful student outcomes (E) • Significant successful experience of Leadership and Management of a department/faculty (E) • A track record demonstrating a commitment to high standards, continuous improvement and quality assurance at all levels (E) • Proven ability to significantly impact upon achievement rates of pupils across the age and ability spectrum (E) • A track record of effectively leading/motivating pupils and staff and developing team approaches (E) • Successful experience of managing change in an educational situation (D) • Successful experience of working strategically, across a school, to improve teaching and learning standards (D)
PROFESSIONAL DEVELOPMENT
• Evidence of a commitment to own professional development (E) • Evidence of keeping up to date with educational thinking and knowledge (E) • A strong commitment to the quality professional development of staff and experience of delivering high quality and effective professional development opportunities to colleagues (D)
KNOWLEDGE and SKILLS
• Knowledge and understanding of recent legislation, development and initiatives in secondary education (E) • Evidence of the ability to communicate a clear vision to motivate an effective team to work with the College's key partners (E) • Knowledge of the National Curriculum across all key stages and of the changes the revised performance measures will bring (E) • Ability to analyse and interpret data effectively and act upon findings (E) • An excellent understanding of the use of comparative data and target setting (E) • Sound budgetary management skills (D)
PERSONAL ATTRIBUTES
• Ability to lead, inspire and motivate (E) • Ability to demonstrate sound, balanced judgements with decisiveness (E) • Ability to prioritise and manage time effectively (E) • Highly effective communicator and motivator of pupils and staff (E) • Ability to enable and empower others (E) • A team player with the ability to establish good working relationships with staff, pupils and parents (E) • Ability to set clear expectations and parameters and to hold others to account for their performance (E) • The ability to challenge underperformance (E) • A sense of humour, warmth, energy, stamina and resilience (E) • Potential for further promotion (E)