



# CANDIDATE INFORMATION BROCHURE

To inspire young people to make their best better



Dear Candidate

Thank you for taking the time to apply for the Deputy Curriculum Leader of Science at Clacton Coastal Academy.

Clacton Coastal Academy opened in September 2009 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.

Clacton Coastal Academy has an exciting future and this appointment represents a great opportunity to secure positive outcomes for our learners.

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

Yours faithfully

The Talent Team

## **Clacton Coastal Academy**

Clacton Coastal Academy is a new and exciting multi-million pound independent school for 11-19 year old students in West Clacton. We are one of the largest academies in Essex and the United Kingdom.

We want our students to be challenged by new and exciting learning experiences and have their personal skills, talents and abilities extended to ensure they achieve their potential. At Clacton Coastal Academy, we strongly believe that this combination is essential in ensuring that all students achieve at the highest level possible and develop a real sense of belief in what they can do.

Clacton Coastal Academy offers high, quality teaching, a clear sense of purpose and outstanding facilities. We are here to offer commitment and support to our students, to open minds and to open doors to new and exciting opportunities for our young people. The academy does not function in the same way as a traditional school. Our independent status gives us a flexibility that enables us to be innovative and creative in our approaches to organisation, curriculum and teaching. We are at the forefront of curriculum innovation in making a personalised learning journey for our students a reality.

As an independent school, our expectations are very high — attendance, behaviour, uniform and attitudes to learning are all monitored closely to achieve excellence and we demand the very best from all students in order to make our best better. In return, we aim to offer the highest quality of teaching and learning from very committed and highly skilled staff. The academy provides a safe, secure and inspiring learning environment — our students will be cared for, their self confidence nurtured and mutual respect developed.

Clacton Coastal Academy is proud to be part of a wider family of academies within Academies Enterprise Trust.

Our aim is to transform the lives of our students giving them the best opportunities to fulfil their potential. In order to achieve this we aim to provide the highest quality education for all our students, raise their aspirations and attainment and build on their individual needs, talents and abilities.

## **Job Description**

<b>Title:</b>	Deputy Curriculum Leader - Science
<b>Responsible for:</b>	The achievement and attainment of students in the curriculum area
<b>Responsible to:</b>	Curriculum Leader Science
<b>Duties:</b>	<p>The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary.</p> <p>To be accountable for the leadership and management of the curriculum area.</p>

### **Areas of responsibility**

- To maintain the highest level of professional standards.
- To role model high quality teaching
- To develop high quality teaching throughout the curriculum area.
- To provide high quality leadership of the curriculum area.
- To be accountable for the achievement of students within their curriculum areas.
- To agree and support staff in the achievement of student targets to facilitate the achievement of Academy targets.
- To work collaboratively with the Exec team and Learning directors to ensure accurate review and development of the curriculum area.
- To support curriculum staff in the implementation of the Academy's behaviour policy and inclusion culture.
- To ensure that the learning programmes enable all students in vulnerable groups to achieve at least expected progress.
- To monitor and report on student progress.
- To develop the curriculum to meet the vision that the CCA way leads to successful employment.
- Deputise for Curriculum Leader Science as required

### **Curriculum Development**

- To maintain knowledge of educational research related to achievement and subject specific learning.
- To support curriculum development within the whole curricular area and in the relevant subject areas.
- 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 levels.

- To liaise with the Executive Team to maintain accreditation with the relevant examination and validating bodies.

### **Human Resource Management**

- To contribute to Performance Management and to act as reviewer for a group of staff within the designated subject
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the Academy's ITT programme

### **Management Information**

- To regularly monitor and record the marking and feedback of class work and coursework, of all staff within the teaching area.
- To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.
- To assist in the use of analysis and evaluation of performance data.

### **Communications**

- To ensure effective communication as appropriate with the parents of students.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.

### **Marketing and Liaison**

- To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days and other events in partner schools and the wider community
- To actively promote the development of effective subject links with external agencies

### **Pastoral System**

- To monitor and support the overall care, welfare, progress and development of students within the subject area.
- To help 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 act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- To contribute to PSHE and citizenship and enterprise according to academy policy.
- To implement the behaviour management policy in the curriculum area so that effective learning can take place.

## **Teaching**

- To undertake an appropriate programme of teaching in accordance with the teaching standards
- To teach, students according to their educational needs, including the setting and marking of all classwork and coursework carried out by students
- To assess, record and report on the attendance, progress, development and to provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that Literacy, Numeracy and Academy subject specialism(s) are reflected in the teaching/learning experience of students.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the academy's 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's procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

## **Personal Responsibilities**

- To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To actively promote academy policies and procedures.
- To comply with the academy's Health & Safety policy and undertake risk assessments as appropriate
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- To undertake duties before the academy day, at break, at the end of the lunch period and at the end of the day on a rota basis.

- To attend calendared meetings punctually.
- To set cover work when/during leave of absence

### **General**

- 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.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the Learning Director/Curriculum Leader, to support achievement and progress of students
- Attend relevant Academy meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning development and training opportunities in discussion with line manager.
- Attend relevant training.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace in accordance with AET policies
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy.

*The post holder will receive training, support and access to the appropriate courses for development.*

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers Pay and Conditions document (TPCD). 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.
2. 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.
3. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.
4. 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.
5. Post holder 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**

### **Qualifications**

- Qualified Teacher
- Experience in a post of responsibility
- Degree or equivalent/ MA or other degree desirable
- Evidence of further relevant professional development
- Successful experience of leading innovation at a middle/senior level in education

### **Experience**

- Excellent classroom teaching with proven record of success Quality of classroom teaching consistently 'good' or 'outstanding'
- Demonstrating an active role within school and wider communities
- Experience of partnership working

### **Personal Attributes**

- Approachable
- Visionary – prepared to take calculated risks
- Ability to inspire and motivate
- Good listener
- Reflective and clear-headed thinker who makes considered judgements
- Resilience
- Reflective practitioner

### **Leadership and Management**

- Effective management style that is influential and consultative.
- Able to build highly successful working relationships and high performing teams
- An attitude of personal responsibility for own actions and for organisational outcomes
- Able to handle the underperformance of others
- Self-motivated and resilient, with tenacity to lead change despite potential set-backs
- A team player, ready to get involved and establish strategic delivery of behaviour and inclusion with the resources available.
- Genuine belief in the potential of every student.
- Commitment to the safeguarding and welfare of all students.
- Build support and working with high performing executive team
- Strategic planning for intervention
- Management of staff, systems and resources for inclusion, intervention and well being
- Leadership of continuous professional development

- Effective communication to a wide range of audiences including parents and carers
- Work in partnership with governors
- Knowledge of using data to raise attainment

### **Knowledge and Skills/Teaching and Learning**

- Awareness and implementation of current national issues
- Continuous commitment to high standards
- Knowledge of OFSTED requirements and self-evaluation
- Commitment to specialist status and community cohesion

### **Other Key Qualities**

- Commitment to the values of Clacton Coastal Academy
- Commitment to community partnerships and renewal
- Commitment to equal opportunities
- Commitment to extra-curricular activities
- Commitment to involve parents, governors and the community in the work of the Academy

## **Academies Enterprise Trust**



Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 63 schools (Primary, Secondary and Special) across England.

Click [here](#) to view a map of our Academies across the country.

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 students 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 students.
- 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.



## **Google for Education**

Google for 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!

The latest innovation in an increasing number of our academies includes access to Chromebook Flip for all teachers with the ability to cast the screen from anywhere to the large format screen at the front of the classroom. Where students have access to Chromebooks, teachers can also allow students to cast their work to the screen as well to support with peer assessment, group projects and collaborative working!

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.
- BHSF – The Group works in partnership with BHSF, to support our health and wellbeing agenda. BHSF provides access to support services and employee benefits.

## **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 safe guarding 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 for your individual staff record.