

ORMISTON BOLINGBROKE

ACADEMY

Head of ICT and Business Studies

Candidate Information Pack



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| **Ormiston Bolingbroke Academy**Barnfield Avenue, Murdishaw, Runcorn, WA7 6EPTel: 01928 711643 Fax: 01928 701860 e-mail: admin@ob-ac.co.uk**Principal:  Mr E J Wright BSc (Hons), PGDE, NPQH** | K:\LOGO\LogoRevision2_RGB_SquareFormfac-1000x959.PNG |

Dear Applicant

Thank you for the interest you have shown in the position of Head of ICT and Business Studies at Ormiston Bolingbroke Academy.

Ormiston Bolingbroke Academy is a school right at the heart of its community. We are a popular and over-subscribed school that has fantastic links with local primary schools. We have enjoyed significant success in recent years. The school was very adept at getting students a grade C or better in English and Maths and a range of vocational qualifications to perform outstandingly well in the old threshold measures. After a challenging transition into the more academic curriculum of 9-1 qualifications and revised P8/A8 accountability measures, the school was given a ‘requires improvement’ judgement from Ofsted in November 2017. Our challenge is consistency so that the outstanding outcomes achieved in some areas of the school are matched in all areas. As the newly appointed Principal (September 2017), it is my job to steer the school to at least ‘Good’ at its next inspection, but I want to go further, one step better. We have all the ingredients to become an outstanding school. This is our ambition and is where ***you*** come in. We are looking for a dynamic leader who will go that extra mile, lighting the fire of imagination in children that ‘anything is possible’ and who is with them for every step of their journey, to bring our mission statement to life; to nurture and support each student to personal excellence in all parts of their life.

Staff professional development and well-being are a key priority for me. Every staff member is encouraged to develop their skills and the skills of others throughout their time with us. We place a lot of emphasis on CPD, including regular training and a well-funded CPD budget, dedicated mentors and an excellent NQT and staff induction programme. In a school with a very high proportion of disadvantaged students (60% of all students attract Pupil Premium funding), staff who come to work for us are committed to making a difference to the lives of our young people. The work here is fast paced and it can be challenging, but giving our students access to the opportunities that you and I have had because of our education is extremely rewarding.

This is a very exciting time in OBA’s development. Are you ready to join us on our journey to meeting our vision of being one of the country’s best schools? Do you have the talent, desire and tenacity to be successful? Do you subscribe to our moral purpose that we will do all we can, leaving no stone unturned, to ensure that all students reach their life goals regardless of starting point, situation or background? If the answer is yes, whether you are already a middle leader or a classroom teacher looking for a different experience or new challenge, our governors, staff and students would like to hear from you and welcome you to our team.

If you feel that you have what it takes to join us on our journey and you can make a difference to our students, please download the application form, come and visit us to see what we are all about or contact me for an informal discussion about the role.

Yours sincerely



Emlyn Wright

Principal

**Welcome**

We hope the information in this pack will be helpful and convey to you exactly what we are looking for – someone exceptional to lead the ICT and Business Studies Department in our Academy.

We are seeking somebody who has the leadership skills and educational experience to build on what has already been achieved and lead us forward on our journey of sustained improvement.

Bolingbroke Academy is part of a national network of academies supported by the Ormiston Academies Trust. As such, the Academy has access to a wide network of resources and national best practice.

OAT is part of Ormiston Trust, a national charity formed in 1969 to improve the life chances of children and young people so they can fulfil their potential and lead happy and productive adult lives.

We hope that you will enjoy reading about OBA and, if you feel that you can deliver what we are looking for, please submit your application to recruitment@ob-ac.co.uk in order that it reaches the Academy by 12.00 noon on Monday 25th June May 2018.

We welcome prospective applicants to visit our school. To arrange a visit, please contact Yvonne Hedgecock (y.hedgecock@ob-ac.co.uk).

# The Sponsor

Ormiston Academies Trust

OAT is a not for profit sponsor of primary and secondary academies since 2008. Our vision is for all young people to have the highest academic, social and practical skills to allow them to lead a fulfilling life. We are determined to become the Trust that makes the biggest difference and to be the most effective network of academies.

OAT academies currently serve over 25,000 students and their families; providing a great education that will make a difference to them and to the communities in which they live. We want our children to achieve well, but also to have enrichment opportunities which will have a huge impact on their adult lives.

Our academies work as a team to support improvement and to make sure that students are getting the education they deserve. One thing that always impresses me about the OAT family of schools is how effectively they collaborate both within and across local authority boundaries.

Our principals include those who are very experienced and in their second headships, colleagues new to this demanding and rewarding role, and those at all points in between. It is important that we understand this range of experience and work closely together to ensure maximum mutual support.

It is our intention to provide training and development that reflects the differing needs of our new principals, as we develop the next generation of senior leaders in OAT academies.

Ormiston is one of the leading academy sponsors in the country and is playing an increasingly significant role in the development and delivery of the education strategy nationally. With the school’s academy status, successful applicants will be able to contribute to the further development of the network, as well as leadership of their own academy.

# Background

Welcome to Ormiston Bolingbroke Academy, which joined the Ormiston Academies Trust in September 2010. It proudly serves the community of Runcorn new town and had its new building opened in September 2013 by Professor Toby Salt, Peter Murray and John Bishop, comedian and former student of the predecessor school. We are a growing and oversubscribed school in Runcorn with three specialisms of English & Literacy, Mathematics and Applied Learning that permeate the culture and ethos of the Academy. We offer a rigorously academic curriculum, supplemented by a wide choice of creative and performing arts, careers-focused disciplines, technology and sport.

We enjoy warm and mutually supportive relationships with our local and wider community. Our top-class facilities provide exciting learning opportunities for our community, from a working hair salon and fully equipped motor vehicle workshop, to an extensive ICT infrastructure.

Visitors often note the warmth and sense of community at our Academy. Students and their families are supported by our committed pastoral teams within a traditional year group structure, as well as a house system.

The then Prime Minister, David Cameron, chose OBA in June 2015 as the venue to deliver his keynote speech on welfare and education live to the nation via a TV broadcast. Speaking of the Academy’s rise in results since 2010, in particular the success with disadvantaged students, he said, ‘A school like this demonstrates we can tackle underachievement…you're an inspiration to schools in very wealthy areas of our country who don't get results as good as this.’

Most students are white British and the number of students eligible for the Pupil Premium is well above average. The proportion of students who are disabled or have special educational needs is average.





Ormiston Bolingbroke Academy

Three year strategy map

|  |  |
| --- | --- |
| **Vision – what we want for our school** | **Values – the way we do it, everyday** |

|  |  |
| --- | --- |
| We want OBA to be one of the country’s best schools. To achieve this we will work together to be an inclusive, safe and happy school community that aims to ensure that all students gain the values, skills, mentality and qualifications to be ready to take their next steps as successful people. | * High expectations and aspirations – We have high hopes and ambition for everyone in the Academy. We expect the highest standards from all members of our school community, as we work towards achieving our goals.
* Consistency – we apply our high expectations and aspirations consistently day-in, day-out. Students all wear the correct uniform and behave consistently well, both in class and around the Academy. Teachers deliver consistently good lessons and apply the rewards and sanctions of the school in the same way, for everyone. We are fair.
* Quality relationships – we are a welcoming, secure and safe school. We talk, act and behave towards one another in a friendly, courteous and supportive way. We find people’s best points and celebrate them, and support them to develop in other areas.
* Resilient –We are confident in our own ability and are positive about what we can achieve. We show determination to achieve, even when things get tough – we keep going by showing the OBA Mindset.
* Pride – We are proud to represent the OBA family. We represent the Academy in the very best way, both in and out of school. Staff take pride in their appearance and students wear their uniform with pride. We take pride in our Academy environment, keeping it clean and tidy.
* Tolerance – Everyone is welcome in our Academy and everyone is free to be themselves. We treat everyone equally and we accept everyone for who they are.
* Appreciation – we always say thank you for the things that people do.
 |
| **Moral Purpose - why do we do it?** |
| To allow all students to achieve their life goals, regardless of starting point, situation or background |
| **Mission – what we do everyday** |
| Nurture • Support • Excellence |

**Location**

Ormiston Bolingbroke Academy is situated in Barnfield Avenue, Runcorn just off the A533. We are easily accessible from the Merseyside, St Helens and Warrington areas, particularly with the opening of the Mersey Gateway Bridge that has ‘on and off’ ramps just minutes from the Academy. Follow signs for Northwich. **Please note however, that there is a toll for crossing this bridge.**

From other regions:

 Leave M56 at junction 11 (signposted for Preston Brook and Runcorn)

Take A56 through Preston Brook (speed camera!!). You will eventually come to a mini roundabout with a Premier Inn/ pub on your right and the A533 to Dutton/ Northwich on your left. Go straight ahead at this roundabout.

After approx. 300m you will come to a large roundabout. Take 2nd exit off this roundabout (signposted for Runcorn East station, Brookvale Rec. Centre)

After approx.¼ mile, you will come to a mini roundabout (signposted Ormiston Bolingbroke Academy). The school is on your left, just after the traffic lights.





 **Ormiston Bolingbroke Academy – Self Disclosure Form**

As the role you have applied for involves frequent or regular contact with or responsibility for children, you will be required to undergo a satisfactory DBS (Disclosure and Barring Service) certificate, which will provide details of criminal convictions including a barred list check depending on the nature of the role. All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

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| Have you ever been known to any children’s services department or to the police as being a risk or potential risk to children?  | Yes / No |
| If yes, please provide further information: |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?  | Yes / No |
| If yes, please provide further information: |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013? | Yes / No |
| If yes, please provide further information: |
| **Confirmation of declaration** (tick box below) |
|  | I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention.  |
|  | In accordance with the Academy’s procedures I agree to undergo a satisfactory DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.  |
|  | I agree to inform the Academy within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.  |
|  | I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied to other persons or organisations in circumstances where this is considered necessary to safeguard children. |
| **Signature of candidate:** |  |
| **Print name:** |  |
| **Date:** |  |

**Ormiston Bolingbroke Academy**



**Job Description**

**Assistant Principal – Student Progress**

**Grade: Leadership**

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| --- | --- |
| Post:  | Head of ICT and Business Studies |
| Assistant Principal | MPR + TPR 2b (£4000) |
| Responsible to:  | Principal |

**Job Purpose**

To ensure high quality curriculum provision and effective teaching within the ICT and Business Studies Department.

**Main responsibilities:**

1. Teach assigned students, ensuring a high quality learning experience for all which meets external and internal standards.
2. Plan and prepare courses and lessons in compliance with team policies, National Curriculum and external syllabus requirements.
3. To teach clearly structured lessons or sequences of work which interest and motivate pupils, make learning objectives clear, employ interactive teaching methods and collaborative group work.
4. To use teaching and learning objectives to plan lessons and sequences of lessons showing how this will assess pupils learning.
5. Initiate any necessary interventions to enable students to progress, including where relevant operating in line with a student’s Personal Education Plan.
6. Make accurate and productive use of assessment to secure pupils’ progress.
7. Use relevant data to monitor progress, set target and plan subsequent lessons.
8. Use data to monitor and evaluate student progress; planning and implementing effective intervention to support all students. Use the data to set targets and plan subsequent lessons.
9. Establish and maintaining policies and practices which promote high achievement through effective teaching and learning.
10. Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
11. Give pupils regular feedback, both orally and through accurate marking.
12. To ensure that students’ work is marked regularly and conscientiously, in accordance with the Academy marking policy.
13. To provide moderated assessment information termly to the central database for reporting to parents.
14. Liaise with other staff involved with the assigned students, to ensure effective provision eg co-teachers, associate support staff, trainee teachers.
15. Assist in the development of syllabuses, resources, schemes of work, policies and teaching strategies.
16. Contribute to the school and faculty improvement plan and its implementation.
17. Meet Performance Management team leader to set and review appropriate objectives in line with personal, professional school priorities.
18. Work actively as a member of the ICT and Business department.
19. Contribute to the school’s quality assurance programme.
20. Communicate effectively with parents when required.

**MANAGEMENT**

1. Manage and be responsible for all department staff involved in teaching and any additional curriculum activities, delegating duties as necessary.
2. Operate a consultative procedure within the Department which allows all members of staff the opportunity of taking part in planning and evaluating.
3. Ensure appropriate assessment procedures are in place and records are kept and shared where relevant, including appropriate use of the moderation process.
4. Ensure the accurate setting and marking of internal assessments/examinations across all year groups which inform targeting systems and attainment.
5. Take responsibility for the data entered onto SIMS by the department including the meeting of deadlines for data entry.
6. Establish clear expectations and high standards of professionalism and collaboration across the department.
7. Be responsible for examination entries for all public examinations, as relevant.
8. Be responsible for the department resources including stock, estimates, expenditure.
9. Evaluate the use of resources in order to increase efficiency and effectiveness in the department.
10. Take responsibility for the monitoring of behaviour management within the department and ensure all behaviour issues are promptly followed up to support effective teaching and learning.
11. Ensure compliance with Data Protection legislation (GDPR).
12. Use the Academy’s Performance Management process to develop and enhance the professionalism of other staff within the department.
13. Organise and lead support for new staff to ensure they have a positive impact on teaching and learning.
14. Lead regular department meetings, sharing information and good practice.
15. Representing the department in all matters related within the school related to the curriculum within the Middle Leadership meetings and full staff meetings.
16. Set work for cover lessons during staff absence.
17. Liaise with other departments across the school.

**VISION AND PURPOSE**

1. To liaise with colleagues at other Ormiston Academies to support strategic development, share good practice and plan collaborative activities.
2. Provide high quality teaching throughout the school, as required.
3. Raise student attainment.
4. To maximise the learning experiences and achievement of students in assigned classes.
5. Monitor and report on student progress.
6. Contribute to the activities of designated curriculum areas.
7. Undertake the role of form tutor, as required.
8. To ensure that Ormiston Academies Trust is always presented positively within and beyond the Academy.

All staff are expected to:

* Continue personal professional development and engage actively in the PM process.
* Actively promote and follow the school’s policies and procedures.
* Comply with any reasonable request from the Principal or other school manager to undertake work of a similar level that is not specified in this job description.
* Play a full part in the life of the school and support its vision and ethos.

Other specific duties

* Be a Form Tutor to an assigned group of students.
* Promote the general progress and well-being of individual students and of the tutor group as a whole.
* Liaise with Academic Managers and Pastoral Managers to ensure implementation of the school’s pastoral system, for example re strategies to promote attendance, participation in other aspects of school life, behaviour for learning, rewards, effective registration and assemblies.
* Implement and deliver agreed learning activity programme(s) for tutor time.
* Undertaking any other professional duties of the Principal which are reasonably delegated to her/him by the Principal or Board of Governors.

The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Management Team.

**CONTEXT**

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy pressurised environment.

**Safeguarding**

This post requires the post holder to work with children and young adults. Any offer of employment is subject to the satisfactory results of an Enhanced Disclosure from the Disclosure and Barring Service. You may also occasionally have contact with primary school age children and will therefore be required to complete a declaration about family or other household members if necessary. Therefore, it is essential in making your application that you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Applicants must complete the Academy’s own application form to be considered and will have to provide evidence of identity, qualifications and right to work in the UK. Any offer of employment will also be subject to satisfactory references, one of which should be your present headteacher/ principal.

 **Ormiston Bolingbroke Academy**



 **Head of ICT and Business Studies**

 **Person Specification**

These will be assessed by application form and interview

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| --- | --- |
| Experience in an 11 -18 or 11 -16 Academy/School  | * Relevant successful teaching experience in comprehensive education
* Experience of teaching ICT.
* Teaching Business Studies at GCSE.
* Successful experience of planning for implementation of and impact on school improvement, including self evaluation.
* Experience of raising standards and performance.
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| Qualifications | * Successful completion of PGCE.
* Evidence of continuing professional development.
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| Leadership  | * Strong leadership skills with the ability to further develop and inspire a team
* Experience of middle leadership with ambitions to progress to senior leadership
* The ability to lead and manage people to work towards common goals
* Using appropriate leadership styles in different situations
 |
| Knowledge and Skills | * Knowledge of the requirements of the National Curriculum at Key Stage 3, 4 and 5.
* Experience/knowledge of how children learn with evidence to show how this can be effectively translated into classroom practice.
* The ability to analyse trends in performance in order to set challenging but achievable whole targets.
* Decision making skills – the ability to investigate, solve problems and make decisions.
* An understanding of the strategies required to motivate and enthuse all students across the ability range as part of a whole school approach to raising achievement.
* Awareness of the importance of effective strategies to manage behaviour and support high levels of attainment throughout the Academy.
* The ability to set up appropriate intervention strategies.
* An excellent classroom practitioner.
* Understanding of the monitoring & evaluation processes and their impact on learning and teaching.
* Outstanding inter-personal and communication skills.
* The ability to manage change.
* Demonstrate a knowledge of equal opportunities and how equality issues can be addressed throughout the Academy.
* An understanding of and commitment to e-learning.
* Knowledge, understanding and significant experience in using data to inform teaching and learning.
* Sound ICT skills including the use of spreadsheets to track, monitor, collate and analyse data.
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| Special Requirements | * A willingness to work closely with other subject leaders in promoting a corporate responsibility for student discipline.
* The confidence to challenge factors which might undermine the Academy’s performance.
* The commitment to continue to develop collaborative links with other Ormiston Academies and partners.
* A willingness to work collaboratively with staff and to support them sensitively and effectively.
* The desire to lead by example; a willingness to participate in the high profile management style adopted by the senior leadership team.
* A commitment to maintaining very high expectations of students and staff alike.
* A capacity to work effectively under pressure.
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How to Apply

Role: Head of ICT and Business Studies

Salary scale – MPR + TLR 2b (£4000)

Closing date - Monday 25th June 2018

We can only accept applications submitted on our academy application forms. Please return your completed application form and letter of application to:

Email: recruitment@ob-ac.co.uk

Post:

Mrs Y. Hedgecock

Ormiston Bolingbroke Academy

Barnfield Avenue

Runcorn

Cheshire

WA7 6EP

Your supporting letter of application should be no longer than two sides of A4 and should address the criteria detailed in the person specification.

If you would like to arrange a visit to OBA or require more information, please email Yvonne Hedgecock – y.hedgecock@ob-ac.co.uk