



CANDIDATE INFORMATION BROCHURE



Meadstead
Primary Academy
To make our best better



Academies
Enterprise Trust
To make our best better

To inspire young people to make their best better



Welcome from the Head Teacher – Nichola Smith

Thank you for your interest in the post of Deputy Head Teacher at Meadstead Primary Academy. The successful candidate will join our senior leadership team from September 2018 (or earlier if possible).

This is an exciting time for our Academy and the Academies Enterprise Trust as we continue to build upon our 'Good' Ofsted rating and move towards Greatness. I was appointed as permanent Head Teacher (January 2016) and am looking to appoint an extraordinary candidate to our already successful Leadership Team due to the relocation of our current Deputy Head. At the Academy, we are keen to expand our strong Senior Leadership Team with a candidate that shares our strong moral purpose and values of providing an outstanding education for the whole child.

School improvement with a focus on quality first teaching and inclusion of all, is a key driver for us and a significant part of the role we are wishing to appoint. We will be looking for someone with a good understanding of great 'Teaching and Learning' and SEND agenda focusing how this can contribute to whole school improvement.

Our Governing Body is very committed, hard-working and engaged with the Academy. We feel the best education is a partnership between the Academy and home and believe that children work best when home and the Academy work together. Our parents are very supportive and we have a thriving parents group that supports all Academy events and children extremely well. Both of these stakeholders are very good at keeping us on our toes – something we welcome and encourage!

The new Deputy Head Teacher will not have a full time teaching commitment, but will at times have some teaching responsibilities (covering absences etc.). We are therefore, first and foremost, looking for a great classroom practitioner, who is highly skilled and able to model best practice. Effective curriculum planning, behaviour management, assessment and the ability to build and maintain relationships and record keeping will be an essential.

We hope you take the opportunity to visit us during the weeks beginning 6th March, 26th March, 9th April and 16th April. We look forward to meeting you and reading your application.

Kind Regards

A handwritten signature in black ink, appearing to read 'Nichola Smith'.

Nichola Smith - Head Teacher
Meadstead Primary Academy

Meadstead Primary Academy opened on 1 June 2013 replacing Royston Meadstead Primary School on the existing site. The Academy is a co-educational primary school and nursery with a capacity for 210 pupils plus 26FTE nursery places and one form entry throughout all stages. In addition the Academy runs the Meadstead Children's Centre which is funded by the Local Authority through a Service Level Agreement and provides services for the local population of families with children under five. The Academy hosts a Communication and Interaction Resource Provision (CIRP) which supports twelve pupils from across the Local Authority area. The Academy does not have any religious affiliation.

The proportion of pupils known to be eligible for pupil premium funding is 60.5% and rising. The proportion of pupils with special educational needs is over twice the national average with a particularly high number of pupils with a EHCP this is partially due to our Resourced Provision and our ability to personalise learning.

In February 2015 we had our first Ofsted inspection since becoming an academy and this judged us to be 'good' in all areas. The Academy is now working towards becoming outstanding.

Bumble's Ethos, Vision and Values



Bumble's Ethos

Meadstead Primary Academy is a place that is exciting and welcoming to all. Our children and families are the heart of everything we do and aim to inspire, nurture and give confidence to improve. We set high standards and promote a collaborative approach to making our children positive members within our local and wider communities.

Bumble vision is for all children to be:

- Emotionally resilient
- Reflective learners
- Inquisitive philosophers
- Creative thinkers
- Team Players

Bumble and the community of Meadstead will:

- Ensure that the children and their families are at the heart of all curriculum development.
- Ensure that every child leaves the academy at the end of Yr 6 with the sufficient skills in reading, writing and maths to be able to access their secondary curriculum and a level suited their needs.
- Ensure that every child has an appreciation of all curriculum subjects and has had an opportunity to direct their own learning in line with their interests through the delivery of a creative curriculum.
- Ensure that every child has the highest aspirations and ambitions for themselves and understands the importance of effort in achieving these.
- Work to ensure that every child understands how to keep themselves as healthy and safe as possible.
- Work to ensure that every child learns how to conduct themselves in both formal and informal social settings and understands the importance of following rules.
- Work to ensure that every child has an understanding of the skills needed to be a good learner and is able to demonstrate and explain these skills.

Bumble's Values - Bumble is Meadstead's Academy mascot and encourages the following five core values throughout every aspect of the school day and expects every child to be:

- Respectful
- Responsible
- Resilient
- Thoughtful
- Ambitious

Pupil Voice: What should our new Deputy Head be like?



..... I would like our new Deputy Head to be a really good teacher, who makes our learning fun.

..... I want our new Deputy Head to help us make our community better.

..... I want our new Deputy Head to be able to help me learn, especially when I find it really hard.

..... I would like our new Deputy to be a champion of our Academy.

..... I would like our new Deputy to help Mrs Smith make our school Great, as we deserve it.

The AET Yorkshire Cluster

Although part of Academies Enterprise Trust network of 64 schools nationally we work closely with our Yorkshire Cluster which consists of Shafton Primary, St Helen's Primary Academy, Cottingley Primary Academy, Feversham Primary, Swallow Hill Community College and Firth Park Academy.

Ofsted

To view our current Ofsted report please click [here](#).

Job Description

Post: Deputy Head Teacher

Responsible to: Head Teacher

The Deputy Head Teacher will be responsible for working in partnership with the Head Teacher, supporting her in all areas of school leadership and management. The Deputy will demonstrate high levels of personal integrity, strong moral purpose, emotional resilience, ability to hold to account, personal drive, enthusiasm towards learning, discretion and professionalism and publically supporting all the decisions of the Head Teacher and Governing Body.

The Deputy Head teacher will undertake the following duties:

Leadership and Management
<ul style="list-style-type: none">• Work in partnership to secure the very best outcomes for all children through the effective and efficient use of resources• To lead and manage the SEND provision in the Academy• Support the Head and Governing Body in moving the school from 'Good' to 'Outstanding'• Support the Head and Governing body in the strategic development of teaching and learning• Support the Head and Governing body in budget planning and monitoring expenditure• Support the Head in strategically planning and implementing a robust professional development system across the whole Academy• Take a lead on the daily operation of staffing within the Academy• Strategic planning for the Academy and its community, using analytical thinking, planning for future needs within the local, national and international context
Quality of teaching, learning and assessment
<ul style="list-style-type: none">• Model excellence as a leading classroom practitioner, inspiring and motivating staff• Work with the SLT to sustain high expectations and excellent practice in teaching and learning across the school

<ul style="list-style-type: none"> • Responsibility for coaching and mentoring across the Academy • Lead, motivate, support and challenge all staff to continuously improve through professional development • Performance management of support staff throughout the Academy • Monitor and evaluate the quality of teaching and learning
Personal development, behaviour and welfare
<ul style="list-style-type: none"> • Absolute commitment to child protection and the well-being of children • Contribute to a positive learning environment • Support parental engagement at all levels to foster community participation and support outcomes for children • Provide a range of opportunities to extend and develop the pupil voice across the whole Academy. • Lead on behaviour management across the Academy • Celebrate the values and achievements of the Academy within the Academy and the wider community
Outcome for pupils
<ul style="list-style-type: none"> • Support data management and assessment across the Academy • Support the Head in tracking, monitoring and evaluation of pupil progress • Lead an exciting, stimulating and creative curriculum, with a particular emphasis on 'British Values' and SMSC. • Support the preparation, implementation and monitoring of key stage improvement plan and whole school improvement plans
Additionally...
<ul style="list-style-type: none"> • Strive for continuous improvement through ongoing professional development • Deputise for the Head Teacher in her absence • Take a major role in the day – to – day running of the Academy • Undertake any other duties as requested by the Head Teacher/Governing Body

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers Pay and Conditions document (TPCD).
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 teacher.
5. 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.
6. 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

The extent to which an applicant meets the person specification will be assessed through the following:

- A Application form,
- D Documentary evidence, such as certificates
- I Interview
- PT Presentation/Task
- R References

	Essential	Desirable	Assessed through
Qualifications			
Qualified teacher status (QTS)	X		D
Further professional study, eg MA, SENCO Award		X	D
Recent and continual professional development relevant to the post	X		D
National qualification for senior leadership – or willingness to undertake one	X		D I
Knowledge and Understanding			
A strong commitment to inclusion, with high expectations for all learners	X		A I PT R
A good understanding of effective strategies for prompting and maintaining positive behaviour across the Academy	X		A I PT R
A sound understanding of what makes an outstanding lesson and the ability to model this to other staff	X		PT I R
Highly skilled in the use of IT and its application to school improvement	X		A I PT R

Thorough knowledge and understanding of effective curriculum planning, assessment and record keeping	X		A I PT R
Thorough knowledge of the new SEND reforms and how they are applied in our Academy context	X		A I PT R
Understand the role of parents and the community in Academy improvement	X		A I PT R
	Essential	Desirable	Assessed through
Personal competencies			
Excellent communication skills that motivates and inspires others	X		A I PT R
Ability to think analytically and strategically to lead school improvement	X		A I PT R
To hold others effectively to account	X		A I PT R
To have emotional resilience and understand your own limitations	X		A I PT R
A skilled and effective classroom practitioner	X		A I PT R
To have high levels of personal integrity, honesty and strong moral purpose to provide an outstanding education for all	X		A I PT R
To have a personal drive that enhances your standing in the Academy	X		A I PT R
Proven skills in leading, developing and motivating staff to secure school development	X		A I PT R

Experience			
To have been teaching at least 3 years, with some middle or senior leadership experience	X		A I R
Experience of working with a variety of stake holders to improve the quality of provision throughout the Academy	X		A I PT R
Experience of leading in-service training	X		A R
Effective subject/area leadership	X		A R
Leadership and Management			
Working with the Head to provide strategic management of the school	X		A I PT R
Up to date understanding of child protection issues and procedures	X		A I PT R
Up to date understanding in the application of the SEND reforms	X		A I PT R
A thorough understanding of behaviour management strategies and how to engage and motivate all children	X		A I PT R
High standard of professional conduct in oneself and others	X		A I PT R

The Application Process

Visits to Academy welcome	W/C 5 th March, 26 th March, 9th April and 16 th April 2018
Closing date for applications	Tuesday 17 th April 2018
Shortlisting	Tuesday 17 th April 2018
Interviews	Wednesday 25 th April 2018
Appointment subject to reference and safeguarding checks.	

Shortlisting

Shortlisted candidate will be advised by telephone: with written information being emailed that will detail the requirements of the interview day. References will be taken up at this stage.

Interviews

Candidates attending the interview will be required for the whole day on Wednesday 25th April. The candidate will be notified if successful on the same day.

Contact us

If you have any questions or would like to arrange an informal visit to the school, please contact Deborah Dalby, Academy Secretary to arrange a time:

- By email on ddalby@meadsteadprimaryacademy.org
- By telephone on 01226 722153

Academies Enterprise Trust

Academies Enterprise Trust is a network of 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 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.

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.