



**Developing tomorrow's
leaders, compassionate
and articulate; ready for
university or a career of
their choice.**

**Curriculum Director (Mathematics & Computing)
L9 – L12 (Inner London)
Required for Easter 2018**

A welcome from our Headteacher



Dear applicant,

Thank you for expressing an interest in the position of Curriculum Director (Mathematics & Computing) at City Heights' E-ACT Academy. We are an ambitious school, serving the communities of Tulsa Hill, Brixton and Streatham. City Heights E-ACT Academy opened in September 2013, and will grow year on year until we reach full capacity including a 200 strong sixth form in 2020. The Academy works closely with the prestigious Dulwich College and enjoys a unique specialism in Modern Languages, with a focus on Spanish. The Academy is a happy, vibrant inclusive school, with an additional specialised provision, catering for a small number of students with additional learning needs on the ASD spectrum. Students who access this provision also participate in up to 70% of mainstream lessons, allowing them to flourish and benefit from tailored support in addition to mainstream schooling.

At City Heights E-ACT Academy, we want our students to be passionate about Mathematics and Computing. We opened as a brand new school in September 2013 and although we secured a 'Good' judgement from Ofsted in 2015, the academy has grown at pace and there is much still to do in order to consolidate our 'good' practice. An opportunity has now arisen for a passionate and forward thinking leader to join us as Curriculum Director in charge of Mathematics and Computing. We are looking for someone who is highly ambitious for our students, a strategic thinker who is committed to achieving high standards in all that they do, and has significant evidence of outstanding impact. The Mathematics and Computing Faculty is fully staffed with hard working and enthusiastic staff, and the successful candidate has an exciting opportunity to lead this team to become a real strength of the academy.

At City Heights E-ACT Academy, we are committed to realising our vision statement of '*Developing tomorrow's leaders, compassionate and articulate, prepared for university or a career of their choice*'. Our students are fantastic and bring an energy and vibrancy to our academy which is unparalleled. However we understand that in order to achieve the very brightest future, our students need to have great lessons in every classroom, every day. This is why we are committed to achieving academic excellence. Our school has a unique 'DNA' which underpins all that we do:

- **We believe in Outstanding Learning**
- **We believe that all can achieve**
- **We have high standards in all that we do**
- **We are all role models**

This is an exciting opportunity to demonstrate real impact in an ambitious and forward thinking school. The successful applicant will be well prepared for future Headship and will benefit from an extensive network of professional learning experiences and opportunities. Visits to the academy are warmly welcomed prior to applying by contacting my Executive Assistant, Karen Tempia tempia.k@chea.org.uk. If you are excited by the potential of playing a key role in the future success of City Heights E-ACT Academy, then I look forward to receiving your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Elroy Cahill'.

Elroy Cahill

Headteacher






**Empathy and
kindness**




Ambition


Integrity



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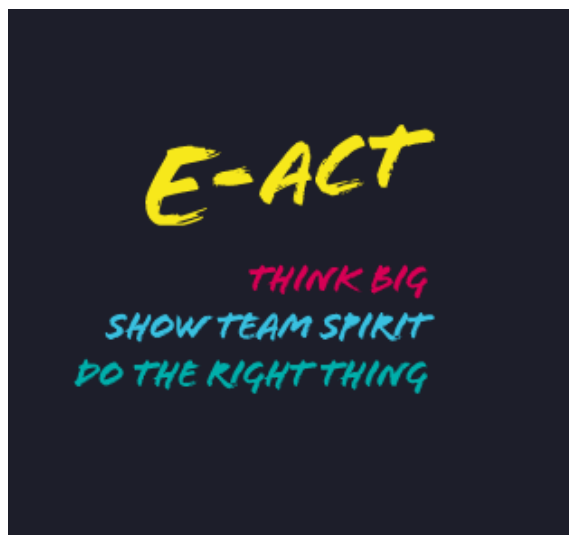



**Respect and
responsibility**


**Pride and
professionalism**




**Social
Justice**



E-ACT are a nationwide family of secondary and primary schools committed to educational excellence and securing social change for the students in our care. We do this through a relentless focus on building strong teaching and learning, inspiring curriculums, effective standard operating procedures and embedding a culture based on our values of thinking big, doing the right thing and showing team spirit. The E-ACT team includes over 2,000 employees based across 26 academy teams, six regional teams and one national team. By giving our pupils the space and time to explore, to learn, to reach out to new people and to challenge themselves every day, we provide an education which gives every one of our pupils the opportunity to be the best they can possibly be. To do this we employ excellent teachers, who in turn, are supported by inspirational leaders in education. By being part of a Trust, our Academies can collaborate with one another, share ideas and practices. They can also rely on support, when it is needed, from teams of regional experts who enable Academy staff to focus on what matters most: our pupils. E-ACT's school improvement strategy is simple and focused on what matters most: developing people and getting the very best outcomes for our students.

A relentless focus on the quality of teaching and learning

- Every lesson must enable every child to make outstanding progress
- For every teacher to be a subject expert, for them to know every child in their class – their potential and how to exceed this potential

Develop and deliver an engaging and inspiring curriculum

- The curriculum needs to engage, inspire and enable outstanding progress
- The curriculum needs to reflect and maximise the strengths of every teacher

Think big, do the right thing and show team spirit

- To create the right climate – where every child is happy, wants to learn and makes outstanding progress
- To create an environment which promotes honest and supportive relationships that enable everyone to be the best they possibly can be

Effective and efficient standard operating procedures

- To ensure that every system and process applied within the academy is focused on providing knowledge that enables every child to be safe and outstanding progress
- To ensure that consistent and effective processes are applied which enable teachers to remain focused on their core purpose

Job Description

Role: Curriculum Director – Mathematics & Computing

Pay scale: L9 – L12 (Inner London)

Line lead: Deputy Headteacher, Assistant Headteacher or Headteacher

Leads and manages: Deputy Curriculum Director, Subject Leaders, Key Stage Co-ordinators and Teachers of Mathematics & Computing

Purpose of the role:

- You will be part of the Senior Leadership Team with team responsibility for supporting the development of the academy vision through your Curriculum Area.
- You will hold joint responsibility along with your line lead for strategic planning and operational delivery of curriculum, teaching and assessment within your Curriculum Area.
- You will contribute to the Academy Improvement Plan (AIP) and the Academy Self Evaluation Form (SEF) as directed.
- You will promote the highest standards of learning and teaching within your Curriculum Area, share best practice with other Curriculum Areas and develop the whole academy model for outstanding practice.
- You will develop a curriculum which emphasises and supports our academy vision through developing and promoting a mastery style curriculum with high levels of challenge and rigour to allow for students to be sufficiently prepared for the demands of gCSE and A Level.
- You will be responsible for the financial and resource management within your curriculum area as well as the performance management of your team.
- You will liaise with E-ACT's regional and central education team to ensure that the academy is contributing to and following best practice across the trust.

Key responsibilities of the role:

- To assist in the implementation of the academy vision and values and uphold the academy's 'DNA' to ensure an outstanding education is available to all students.
- To support the strategic leadership of the academy through the development, management and evaluation of the effectiveness of policies, projects and programmes.
- To ensure effective supervision and performance management arrangements are in place for your Curriculum Area.
- To work with your line lead and other senior colleagues to complete your Curriculum Area Reviews and Curriculum Area Self Evaluation when required.
- To promote ethnically sensitive and anti-discriminatory practice and ensure that equal opportunities and health and safety policies and procedures are fully integrated into the work of the academy.
- To work with colleagues on the Academy Senior Leadership Team, to ensure that they receive information and reports as required, in particular as pertaining to the delivery of your curriculum and the performance of your team.
- To undertake quality assurance and evaluation of provision within your Curriculum Area, supporting colleagues and sharing best practice.
- To work collaboratively with E-ACT, the academy sponsor in undertaking reviews of the curriculum and educational provision where required.
- To challenge under performance within your Curriculum Area, acting with precision and intervening with impact.
- With other members of the Senior and Middle Leadership Teams, to engage with students to explore their views on their learning experiences at the academy.
- To take on any other roles and responsibilities following consultation, which the Headteacher may deem necessary.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

CURRICULUM DIRECTOR - PERSON SPECIFICATION		
	Essential	Desirable
Education, Training and Qualifications <ul style="list-style-type: none"> Degree or equivalent Qualified teacher status Evidence of and commitment to continuing professional development 	✓ ✓ ✓	
Experience, Knowledge, Skills/Competencies <ul style="list-style-type: none"> Successful secondary school teaching experience with experience of teaching across the age and ability range At least 3 years' experience working in a challenging urban context Successful contributions to curriculum development within your subject area Knowledge of a creative range of pedagogic approaches to delivering your subject Evidence of developing extra-curricular opportunities which support engagement with your subject Experience of working in a recently-opened school/academy Experience of Ofsted inspection processes 	KS3/4 ✓ ✓ ✓	KS5 ✓ ✓ ✓
Leadership <ul style="list-style-type: none"> Evidence of leadership impact on a curriculum or whole-school project Demonstrable ability to manage the process of change effectively Contribution to staff professional development sessions Demonstrable ability to motivate, develop and inspire staff and to encourage student and parental involvement 	✓ ✓	✓ ✓
Teaching <ul style="list-style-type: none"> Teaching judgements that are regularly at least "good" and sometimes "outstanding" Supporting/coaching colleagues in developing their classroom practice Experience of using assessment data to inform appropriate teaching and learning Evidence of subject enthusiasm and involvement with wider subject associations or networks 	✓ ✓ ✓ ✓	

	Essential	Desirable
Developing Literacy and Numeracy and high ability provision <ul style="list-style-type: none"> • A secure understanding of best practice in developing literacy and numeracy skills • Experience of developing a literacy or numeracy strategy within your subject area • Knowledge of best practice in developing teaching practices which stretch and engage the most able 	✓	✓ ✓
Stakeholder Engagement <ul style="list-style-type: none"> • Ability to work with students to ensure their views and opinions are heard • Successful engagement with Senior Leadership Team • Evidence of working effectively with members of the local community • Evidence of effective collaboration with other education providers and agencies, including cross-phase partners 	✓	✓ ✓ ✓
Personal Attributes <ul style="list-style-type: none"> • Resilience, the ability to work under pressure and be able to meet deadlines • Ability to think strategically, creatively and to prioritise • Excellent communication skills (including written, oral and presentation skills) • Excellent interpersonal skills • Secure record of good attendance and punctuality • A commitment to E-ACT's vision, values, aims and the objectives of its academies programme 	✓ ✓ ✓ ✓ ✓ ✓	