



Job Application Pack

## Deputy Principal

**Salary:** L20-L24 £62,240 to £68,643 pa

**Contract:** Full Time, Permanent

**Closing Date:** 9am on Friday 13<sup>th</sup> October 2017



## Message from the Academy Principal

Dear candidate

Thank you for expressing your interest in the deputy principal vacancy at Sharnbrook Academy.

I am delighted to be able to introduce you to Sharnbrook Academy and the tremendous opportunities this school offers the young people of North Bedfordshire.

Sharnbrook Academy is a member of the Sharnbrook Academy Federation and Multi-Academy Trust. As an Ofsted graded good school, we continue to develop our practice and provision to ensure we provide the best education for all of our students.

It is a privilege to lead a school where the staff are dedicated, hard-working and continually go beyond what is required to serve the best interests of our students.

Our students are well behaved, focused and eager to learn. In September 2017, we moved from being an upper school (ages 13-18) to a secondary school (ages 11-18). The addition of our younger students has added another dimension to the school and has made it an even more vibrant and energetic learning community.

At the heart of our school community lies the belief that everyone matters and that, together, we can improve and grow. We aim to provide a safe working environment for staff and students.

Sharnbrook Academy is a school where people will be challenged, inspired and encouraged to be the best person they can be!

Simply, this is a great place to work, and it is the reason why I am now in my 25<sup>th</sup> year.

If you feel that you would enjoy the challenge of working in this vibrant, dynamic, busy school within our MAT, then we would love to hear from you, and we look forward to receiving your application.

**Peter Rattu**  
**Academy Principal**



## **Message from the Executive Principal**

Sharnbrook Academy Federation (SAF) exists to provide an outstanding education for all our students, putting their progress at the heart of everything we do.

Sharnbrook Academy Federation currently (September 2017) has five member academies, the SAF Teaching School Alliance and SAF Pilgrim Partnership Initial Teacher Training. This will continue to evolve as further schools join our multi-academy trust. Now that Bedford Borough has changed to a two-tier education structure, our academies reflect this in their age ranges.

The SAF Board runs the multi-academy trust and has four committees: the Finance Committee; the Risk and Audit Committee; the HR and Pay Committee; and the Education and Learning Committee. The SAF Board has delegated some matters to these committees and some matters to individuals.

As executive principal, I have overall responsibility for the management of the academies in the federation and am the accounting officer for the multi-academy trust. There is an academy principal within each SAF academy.

Each academy has a Local Governing Body (LGB) to ensure clear challenge and support for each individual academy. Although some tasks are delegated to the LGBs, accountability always sits with the SAF Board.

SAF has a subsidiary company: Pilgrim Academy Trading Ltd.

We are very proud of the work we do at SAF in the very best interests of the students in our care and thank you for your interest in our academies.

If you would like to know any further information, then please do not hesitate to get in touch.

**Iain Denning**  
**Executive Principal**



## **Application Details**

Thank you for your interest in the deputy principal vacancy at Sharnbrook Academy. Further details of this post, the school and the trust are included in this pack, and details of how to apply can be found below.

## **How to apply**

Please complete our online application form, which requires a covering letter addressed to Mr Peter Rattu, academy principal that clearly demonstrates your suitability for the role.

Completed application forms should be emailed to our Human Resources Department, email: [HumanResources@sharnbrook.beds.sch.uk](mailto:HumanResources@sharnbrook.beds.sch.uk)

## **Closing date**

Please ensure your application arrives by 9am on the closing date of Friday 13<sup>th</sup> October 2017.

## **Interview**

Interview dates for this role will be Thursday 19<sup>th</sup> and Friday 20<sup>th</sup> October 2017, running over the two days for successful candidates. If you have not heard from us within 2 weeks of the closing date, please assume that, unfortunately, on this occasion your application has not been successful.

## **Safeguarding**

Sharnbrook Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.





This is a fantastic opportunity to join the forward-looking and ambitious leadership team at Sharnbrook Academy.

We are seeking to appoint two dynamic individuals with real commitment and drive, to join the Senior Leadership Team in their tireless pursuit of continual school improvement. Teamwork and communication are critical to both roles: working closely with SLT; leading middle leaders, teaching and support staff on areas of focus; working with parents and outside agencies, etc. Candidates should have a proven track record of raising standards and be able to demonstrate the impact of their current leadership role on school improvement. Our aim is to move beyond being a good school and to develop an outstanding provision for our students, and these deputy principal roles will play an important part in this.

The ideal candidates will have the opportunity to make a significant contribution to the strategic direction of the school, alongside the academy principal. We are looking for somebody who has a genuine commitment to students' well-being and understands fully the difference that care, guidance and support can make to the lives and future of young people.

This job description covers core elements of the posts. Specific responsibilities, in addition to those outlined below, will be agreed and based on the strengths and experiences of the successful candidate and the requirements of the school. These will be incorporated into the final job descriptions for the posts.

As deputy principal, you will be required to meet the general requirements of the post, and those of a class teacher, as specified in the School Teachers' Pay and Conditions Document and Teachers' Standards. In addition, you will be required to fulfil any reasonable expectations from the academy principal. The post will require you to work in partnership with the academy principal, governors, staff and students to ensure the continuous improvement and effective operation of the school.



## **General Responsibilities**

- To assist the in the leadership and management of the school
- Have the vision and drive to strategically lead on whole school priorities and implement positive change
- Articulate the clear values and moral purpose for the leadership of Sharnbrook Academy, focused on providing an exceptional education for our students

## **Specific Responsibilities**

### **Student Experience - Curriculum, Pastoral System, Behaviour & Attendance**

- Strategically plan and maintain a broad and balanced curriculum that ensures all students secure high levels of progress and achieve their potential
- To coordinate and liaise with the academy principal, SLT and HoDs to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the SA/SAF Improvement Plan
- Oversee the curriculum choice process and design of the whole school timetable to implement the curriculum model
- Oversee the pastoral system, ensuring that students receive a positive and supportive experience through:
  - the tutoring system
  - Key Services
  - careers advice and guidance
  - PSHEE
- Oversee behaviour and attendance by working closely with the senior lead for behaviour as well as the school's attendance officer

Or

### **Challenge & Achievement – Data Collection, Department Reviews & Assessment**

- To raise achievement at all levels in the school with a focus on maximising student progress
- To be responsible for producing the assessment calendar in line with agreed MAT framework
- To ensure that a robust and effective system exists to monitor and track student progress through Go4Schools



- To analyse data generated on student progress and report back to the SAF board, LGB, SLT and HoDs
- To ensure that HoDs are challenged through department reviews on data provided for each student and key stage
- To monitor student progress through data collection and to challenge appropriate staff and middle managers in order that the correct support and intervention is provided for students
- To work with and line manage the assistant principal (6th form), monitoring standards across key stage 5
- To oversee and develop the reporting methods used by the school to inform parents of student progress
- To line manage the exams office
- To take responsibility for employee relations, investigating any incidents and liaising with academy principal on action to be taken

**The main requirements relating to the leadership standards are detailed below and involve the following commitments as well as the specific areas of responsibility:**

### **Shaping the Future**

- To support the academy principal and governors in establishing a vision for the future development of the school within the overarching vision of the MAT
- To play a leading role in the school improvement planning process, taking account of the agreed priorities of the school
- To work to a high standard in implementing agreed policies and priorities, and to set high expectations and a good example for other colleagues
- To promote a culture of teamwork, in which the views of all members of the school community are valued and taken into account
- To contribute to the self-evaluation of the school

### **Operational/Strategic Planning**

- The day-to-day management, control and operation of provision, including effective deployment of staff and physical resources
- To actively monitor and follow up progress
- To implement academy and MAT policies and procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.
- To work with colleagues to formulate aims, objectives and strategic plans which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the academy



- To lead and manage the business planning function of the area of responsibility, and to ensure that the planning activities reflect the needs of students, academy development plan and the aims of the academy
- To ensure that health and safety policies and practices, including risk assessments in line with national requirements and are updated where necessary

### **Curriculum Provision and Development**

To liaise with the SLT and HoDs to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the SAF Improvement Plan

### **Quality Assurance**

- To ensure the effective operation of quality control systems
- To implement academy quality procedures
- To monitor and evaluate in line with agreed academy procedures, including evaluation against quality standards and performance criteria
- To seek/implement modification and improvement where required
- To ensure that quality procedures meet the requirements of Self Evaluation and the Strategic Plan

### **Management Information**

- To ensure the maintenance of accurate and up-to-date information concerning the students on the management information system
- To make use of analysis and evaluate performance data provided
- To identify and take appropriate intervention on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken
- To produce reports within the quality assurance cycle
- To provide the governing body with relevant information relating to the school's performance and development

### **Appraisal**

- Appraisal review, including the monitoring of teaching and learning within the area
- Have professional oversight of support staff working in the area where appropriate
- Foster a positive team spirit





- Support areas of weakness in line with academy policy
- Celebrate strengths
- Set challenging but realistic objectives
- Ensure needs of academy are reflected in any action planning and development

### **Knowledge, Skills & Experience**

- Keep up-to-date with developments relating to curriculum
- Develop and maximise use of ICT
- Show a commitment to your own professional development
- Ensure statutory requirements are met

### **Academy Policy**

- Contribute to development of, and adherence to, MAT and academy policy
- Represent the area at internal and external networking meetings
- Support the academy vision and ethos
- Lead strategic developments within the area, including preparing and writing a development plan which contributes to the Academy Development Plan

### **Personnel**

- Identify and support continuing professional development (CPD) needs of others
- Participate in the selection of new staff
- Delegate responsibilities as appropriate
- Communicate effectively to all members of the team
- Support, guide and motivate staff
- Meet in accordance with calendared meetings and with line managers as agreed in the calendar
- Support in the guidance, coaching and mentoring of staff
- To work collaboratively with the assistant principal – teaching and learning to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To contribute to appraisal(s)
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures
- To promote teamwork and to motivate staff to ensure effective working relations
- To be responsible for the day-to-day management of staff within the designated area and act as a positive role model



### **Pupil Outcomes**

- Apprising the Senior Leadership Team (SLT) of developments within the area
- Set targets for attainment based on data
- Monitor progress against these targets using interim data
- Report to SLT, governors and parents on student progress

### **Resources and Accommodation**

- Ensure accommodation is conducive to learning
- Carry out risk assessments
- Adhere to principle of value for money
- Ensure effective deployment of staff and resources
- Report anything unsafe
- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the area budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records

### **Marketing and Liaison**

- To contribute to academy liaison and marketing activities, e.g. the collection of material for press releases
- To lead the development of effective links with partner schools and the community; attend, where necessary, at liaison events in partner schools and effectively promote the school at open days/evenings and other events
- To actively promote the development of effective links with external agencies

### **Communications**

- To ensure that all members of the area are familiar with its aims and objectives
- To ensure effective communication/consultation as appropriate with the parents of students
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies
- To represent the school's views and interests



## **Senior Duties**

- To act as senior link to an agreed subject area(s)
- To undertake duties as per the agreed duty list
- To attend "public" events as required
- To attend all LGB meetings



## Person Specification

	<b>Essential</b> <b>It is essential candidates can provide evidence of:</b>	<b>Desirable</b> <b>It is desirable candidates can provide evidence of:</b>
<b>Qualifications</b>	Graduate with qualified teacher status  Evidence of further professional development	NQOSL/NPQML
<b>Relevant Experience Teaching and Learning</b>	Enthusiastic and exceptional teacher with a proven track record of excellent results in public examinations  Recent (last three years) experience of maintaining and/or improving standards within a faculty.  Proven success in raising achievement as both a subject teacher and through middle leadership responsibilities across at least two key stages  Experience of challenging, developing and enhancing the teaching practice of others  Successful experience of using data as a method of monitoring and evaluation as well as for impact evaluation of initiatives	Possible HoD/faculty leader experience  Experience of sharing learning experiences across a MAT/group of schools.
<b>Relevant Experience of Leadership and Management</b>	At least two years' experience of middle leadership as an assistant head teacher  Evidence of successful leadership, support and management of others, both individuals and teams, ensuring high quality performance  Experience of managing and monitoring the performance of staff	Experience of successfully leading a whole school initiative  Experience of working with governors, parents and the wider community



<b>Relevant Experience of Leadership and Management</b>  <b>(cont.)</b>	<p>Having a solutions based approach to problem-solving</p> <p>Experience of embedding innovative and effective change.</p> <p>Ability to hold colleagues to account when needed</p>	<p>Monitoring staff through an appraisal process</p>
<b>Relevant Experience Skills/Aptitudes</b>	<p>Excellent written and oral communication skills</p> <p>Excellent interpersonal and organisational skills</p> <p>High level of ICT skills and experience</p> <p>Ability to effectively motivate and lead high performing teams</p> <p>Ability to work constructively with a network of schools in the MAT, making an active contribution towards, and supporting agreed ways of, working collaboratively.</p>	
<b>Relevant Experience Knowledge</b>	<p>Knowledge of the major issues in teaching and learning, curriculum development, care and welfare of all students</p> <p>Knowledge of current trends in educational development and management</p> <p>An understanding of and commitment to safeguarding</p> <p>Good understanding of the requirements for effectively monitoring teacher effectiveness and measuring standards and outcomes</p> <p>A sound understanding of the strategies which help to raise students' achievement and attainment</p>	<p>Knowledge of appropriate educational legislation including equal opportunities</p>





<b>Relevant Experience</b> <b>Personal Values</b>	<p>Ability to create, inspire and promote a culture of high achievement for all, with all learners achieving their full potential</p> <p>Ability and enthusiasm to promote the academy's and MAT's vision and values and its achievements to the local and wider communities</p> <p>Integrity, commitment, flexibility, reliability, enthusiasm, sense of humour and energy to persevere and succeed</p> <p>Excellent attendance and punctuality record</p> <p>Able to demonstrate personal and emotional resilience in stressful situations</p> <p>Flexible approach to work to meet the requirements of the post and a commitment to out-of-hours attendance at strategic and operational meetings</p> <p>Creativity and the ability to engage in critical reflection</p>	
<b>Relationships</b>	<p>An ability to establish good working relationships with staff and the ability to form and maintain appropriate relationships and personal boundaries with students</p>	
<b>Disclosure and Barring Service check</b>	<p>Willingness to provide a full Disclosure and Barring Service disclosure</p>	



## Current Senior Leadership Team

Peter Rattu	Academy Principal
Esther Gray	Associate Principal - Teaching & Learning and Professional Practice
Karen Tunnicliff	Senior Lead - Curriculum
Ginny Green	Senior Lead - Welfare, Guidance and Support
Sarah Brooks	Senior Lead -Assessment, Data and Tracking
Charlotte Hawker-Smith	Senior Lead - School Improvement, Teaching and Learning
Judith Chadbourne	Academy Finance Manager



## Our Values

### Creating confident, rounded young people

- We will provide the very best learning experience for all via innovative teaching which celebrates resilience, intellectual excellence and independence.
- Staff know all their students and their potential, responding to individual needs while communicating their own role in achieving expected outcomes.
- Students are valued, no matter who they are, not just as academic performers; we celebrate all their achievements.

### Community

- Sharnbrook values honesty, fairness and integrity and understands that we exist within a community where staff, students and parents work as a team and respect and trust each other, supporting the promotion of British values.
- We will listen to staff, students and parents, engaging and empowering parents to support us in educating their children, communicating our shared values effectively to our community.
- We will ensure a safe, secure environment for all at Sharnbrook.

### Cultivating a passion for learning

- We will convey our passion for lifelong learning and the enjoyment of education, teaching lessons that inspire whilst ensuring that all staff and every student feels valued and supported.
- Staff will be supported in developing their teaching and curriculum knowledge through training and research.
- Staff will work collaboratively to get the best from students.
- We will provide high quality feedback to all students about how to achieve targets, adopting a coherent approach that still reflects differing departmental needs.
- We will promote excellent behaviour by applying a clear and consistent behaviour policy, known by all.

### To summarise

- We have high expectations of students and staff.
- We believe every student can succeed.
- We ensure barriers to learning are challenged and overcome.
- We expect teaching to be well planned, varied and stimulating.
- We expect learning to be active, focused, social and engaging.
- We insist on high standards of behaviour at all times.



## **Achievements and Results**

At Sharnbrook Academy, we believe that examination success allows our students to make the very most of their lives and student achievement is at the very heart of everything we do.

We have developed a curriculum designed to challenge students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and, as a school, we constantly strive to provide your child with the very best educational experiences.

Should a student require additional support, Sharnbrook Academy provides a range of support services that will ensure every student's success, whatever their individual educational needs.

### **Sharnbrook Academy GCSE Results 2017:**

- 25.5% of GCSE qualifications were graded A or A\*, with 77.6% grades A\*- C in English and maths
- 81 students achieved 5 or more A\*/A grades
- 48 students achieved 8 or more A\*/A grades

### **Sharnbrook Academy A level Results 2017:**

- 25.9% of exams were awarded A\*/A grades
- We achieved a 99.1% pass rate
- 23 students achieved 3 or more A\*/A grades
- 88 Students achieved 3 or more A\*-B grades
- 73% of our students achieved 3 or more A levels pass grades

## **Pastoral**

At Sharnbrook Academy, we pride ourselves on the quality of care, guidance and support given to individual students. At the core of this provision is a year system led by a head of house, assistant head of house and supported by tutors, student services and learning support teams.

This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.



Tutors play an active role in ensuring that students are happy, well supported and fully engaged in school life, and serve as the first point of contact between school and home. There are regular updates of pupils' progress through reports, online data, and parent consultation days.

Sharnbrook Academy is a very caring community and the health, happiness and well-being of students underpins our overall ethos and philosophy.

### **Contact Details**

Sharnbrook Academy, Odell Road, Sharnbrook, Bedfordshire. MK44 1JL

School reception - 01234 782211 | [information@sharnbrook.beds.sch.uk](mailto:information@sharnbrook.beds.sch.uk)

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