



# **Phase Leader**

**Required September 2018**

**MPS/UPS + TLR 2b £4485**

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Dear Potential Colleague

Thank you for expressing an interest in this post.

I am delighted to be writing to you as Principal of Brambles Primary Academy, part of South Pennine Academies. I am honoured to have the opportunity to lead and grow a new 2 form entry primary School, I am looking forward to creating an outstanding Academy that provides the very best educational success for our children.

This is a truly unique and once in a life time opportunity, I am now seeking to build an outstanding team of staff to join me in building our unique philosophy, vision, ethos and curriculum for Brambles Primary Academy.

As part of South Pennine Academies, our vision is to develop Brambles Academy as part of a group of closely partnered academies, ensuring that we are a world class Centre of Excellence for Teaching and Learning. We will endeavour to ensure that Brambles Primary Academy plays a pivotal role in improving the life chances of all students, develop local partnerships to enhance our community and promote school improvement that is inclusive and diverse.

We are looking to appoint a KS1 phase leader who already possesses special qualities, but also one who is excited by the potential to be part of the development of our new academy.

If you are the person we seek, you will be able to demonstrate the following skills and abilities:

- Outstanding and reflective classroom practitioner who has the expertise to inspire excellence in colleagues.
- Are committed to driving forward pupil progress and setting high expectations of achievement.
- Understand the importance of high quality early education that scaffolds children's future for learning.
- Demonstrate excellent behaviour management skills and promote a positive attitude to learning for all.
- Are well organised and able to work well both as part of a team and independently.
- Are able to demonstrate very good interpersonal and communication skills.
- Are prepared to make a valuable contribution to our local community and engaging our parents.

If you think that you may be the right candidate for this exceptional role, then I look forward to receiving your application.

If you would like to discuss the role in more detail, then please do not hesitate to contact me or Natalie Allan, HR Manager on 01484 503110.

Yours faithfully

Sallie Dodd  
Principal Brambles Primary Academy

South Pennine Academies

South Pennine Academies works in partnership to raise levels of attainment and aspirations of all students. South Pennine Academies is very well placed to create a unique institution characterised by high achievement and success. The Trust has a national reputation for excellence and has a solid track record of partnership working with employers, universities and local schools.

The benefits that South Pennine Academies brings are immense, adding their expertise and ideas as well as opening up life-enhancing opportunities to all in our new Academy.

The key to the Academy's success will be the development of a shared vision, effective and transformational leadership and management, robust partnership arrangements, high quality and focused teaching which guarantees students learning and success. This all needs to be achieved amongst a strong and cohesive staff body.

Students at our new Academy will show good manners, work hard and be honest at all times. They will learn, share and succeed, together.

## **The Trust**

The relationship you will develop with me and Jane Acklam, as CEO of the Trust, will ensure that this brand new academy runs extremely well day-to-day and performs highly effectively. It is imperative that, as Phase leader, you take the Academy on a journey to Outstanding by implementing and developing:

- ✓ Academy culture and ethos
- ✓ Quality of teaching
- ✓ Progress and achievement
- ✓ Leadership and management at all levels
- ✓ Academy conduct and student behaviour
- ✓ Transition, student numbers and parental engagement

South Pennine Academies is based in Huddersfield West Yorkshire. We operate three academies in the Kirklees borough, two preschools, and the Huddersfield Horizon SCITT. We have extensive experience of operating educational establishments in the local authority, and taking at least one of these, Moor End Academy, to outstanding and sustaining this. We also have the experience of opening Beaumont Primary Academy, a free school, presumption, in Huddersfield, successfully in September 2016. If you would like to visit Beaumont Primary, or discuss the role further with me, please contact Natalie Allan, HR Manager and she will arrange this for you.

Our knowledge of the Huddersfield community is extensive. We currently operate in areas of high social disadvantage and with high levels of students and families from ethnic minority groups. We have strong experience of working with local community groups to support us in delivering learning experiences of the highest standard.

## **Vision**

- To develop a group of closely partnered academies
- To ensure all academies are world class centres of Excellence for Teaching and Learning
- To ensure the Trust plays a pivotal role in improving the life chances of students
- To develop local solutions and partnerships to meet local needs
- To promote school improvement with inclusion and diversity at its core

## **Values**

South Pennine Academies believes in school improvement through a partnership model. This brings drive, expertise and capacity to the school improvement agenda. We recognize and encourage each academy's unique characteristics and ethos, reinforcing their individual identities within their respective communities.

Working within a multi academy trust allows school to school support to flourish. Becoming part of our partnership will allow you to become a leader not a follower and be involved in shaping the partnership rather than having it shaped for you.

## **Key Priorities**

- Strong and Effective Leadership
- High Performing Staff
- Successful Students
- Engaged Community

## **Our new Academy**

South Pennine Academies is establishing a primary academy in Huddersfield North.



Brambles Primary Academy will be located on Clare Hill Playing Fields, Huddersfield HD1 5NF. The academy we are proposing will; -

- Cater for boys and girls aged 4-11
- Be non-denominational
- Will have a published admission number of 60, rising to 420 over time
- Will be ready for pre-opening from Easter 2018 and admit reception in September 2018
- It will complement the existing provision in the area
- Provide for excellent transition from the pre-school provision within the area

- Be a key member of the local family of schools, ensuring effective transition at all stages
- And, meet the basic need for additional school places in the area.

The academy will be a highly cohesive multicultural environment that reflects the local community in make-up. This diverse school community will have equality at the core of its values. Tolerance and inclusivity are essential to ensuring an efficient and effective school. We will ensure equality of opportunity to all children and families in terms of both access to and the teaching of the curriculum. All students will be encouraged to achieve their potential, and to recognise and respect the worth of individuals irrespective of gender, race, religion/belief, age, disability or sexual orientation. Our curriculum will be designed to maximise everyone's potential.

Through our Spiritual, Moral, Social and Cultural provision we will ensure that all aspects of UK democratic values are taught;

- Through our spiritual provision we want children to have the ability to be reflective about their own beliefs and have respect for different faiths, feelings and values.
- Ensuring that voices are heard and opinions are challenged where this is needed.
- Moral development will ensure children have the ability to recognise the difference between right and wrong and develop a readiness to be able to apply this to their own lives.
- We will use our 'positive behaviours and attitudes to learning policies to equip children with the skills to understand the consequences of their behaviour and actions.
- As the children get older we will ensure there are opportunities to investigate and explore appropriate moral and ethical issues, and develop the ability to become effective British Citizens.
- The effective learning environment and climate for learning will ensure that children develop a range of social skills and a developing awareness of when to adapt their behaviour.
- Crucial to social development is the acceptance and engagement with UK democratic values of democracy, rule of law, liberty and mutual respect

We will work towards becoming a UNICEF Rights Respecting School at the highest level by the end of 2020.

South Pennine Academies is fully committed to providing an academy that is at the heart of the community it serves. This highly diverse community, with pockets of extreme deprivation deserves a school that is giving their children the best possible start in life. Ensuring that children leave equipped to take the next step in their lives is central to our vision.

Building positive and effective relationship with parents is a key element of a high performing school. Being welcoming, listening, acting on feedback are features that this academy will have. Signposting parents and working with other services is essential to ensure a child's wider social and emotional needs are being met. Providing

a strong curriculum, personalising it where needed and ensuring that it is delivered by highly qualified happy staff will contribute towards ending child poverty in this area. The intake will be representative of the community, taking children of all abilities, races and gender. Truly diverse.

The promotion and marketing of the academy will be essential in the first few years. Positive messages about the achievement of all our children, will be widely publicised. We will want to create a 'buzz' about joining the academy and what it will mean for the community. We will want to be the school of choice.





## THE SELECTION PROCESS

### How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post of **Phase Leader** then you should;

- Follow the link to complete the online application form.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of the Academy.
- Submit your application by **9am Monday 23<sup>rd</sup> April 2018**

### Time table for the selection process

- Closing date for applications: **9am Monday 23<sup>rd</sup> April 2018**
- Interview Day: **Monday 30<sup>th</sup> April 2018**

Successful applicants will be required to undertake a Criminal Record Check via the DBS. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Joining South Pennine Academies

- The Trust is committed to developing all staff within their roles and creating opportunities for further career progression.
- **Pension** – Every employee of South Pennine Academies has access to the Teachers Pension Scheme or the Local Government Pension Scheme.
- **Child Care Vouchers** – Child care vouchers work through a salary sacrifice and they are taken from your salary each month before your usual Tax and NI contributions.
- **Continuing Professional Development** – It is crucial that you are supported in your professional development and we ensure ongoing training and development for all staff.
- **Centrally Provided Development** - As a Trust we ensure that we work collaboratively and share best practice. You will be involved in sessions such as 'Raising the Standards of the Leadership of Teaching, Learning and Assessment', our Annual Governors' Conference and much more.



# **Brambles Primary Academy**

## **Job Description**

The job description should be read alongside the range of professional duties of Teachers as set out in Part XII of the School Teacher's Pay and Conditions Document.

**JOB PURPOSE:** In addition to carrying out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document and having due regard to the aims, ethos and policies of the academy; you are required under the direction of and in consultation with the Principal, to have overall responsibility of the leadership and management of staff in Reception.

### **A. Strategic direction and development**

To work alongside the Principal to:

- support the school self-evaluation process, and play an active role in School Improvement Planning.
- ensure curriculum coverage, continuity and progression for all pupils, including those of high ability and those with special educational needs working with the Inclusion Leader.
- develop and implement policies and practices for the team, which reflect the school's commitment to high achievement, and effective teaching and learning.
- establish, with the involvement of all staff, short, medium and long term plans for the development and resourcing of the curriculum.
- create a climate which enables other staff to develop and maintain positive attitudes towards the curriculum and confidence in it.
- to work with all staff to accelerate pupil progress.
- use data effectively to identify pupils who are underachieving in any area and, where necessary, create and implement effective plans of action to support those pupils.
- to analyse and interpret; relevant data and inspection evidence, to inform policies, practices, expectations, targets and teaching methods.
- monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvements.

### **B. Teaching and Learning**

- ensure curriculum coverage, continuity and progression for all pupils through clearly written and regularly reviewed schemes of work.
- consider how the subjects can promote citizenship, spiritual, moral, cultural and social development and preparation for adult life.
- provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the curriculum and of different pupils.

- work with the Assessment Leader to establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement.
- to positively promote engagement with parents.
- to liaise with other all staff to ensure continuity and progression.
- evaluate the teaching in the school, use this analysis to identify effective practice and areas for improvement, and communicate this to the senior management team.
- to sample, scrutinise and moderate children's work.
- take responsibility for an agreed curriculum area throughout school.

### **C. Leading and Managing Staff**

- establish clear expectations and constructive working relationships among staff.
- sustain their own motivation and that of other staff within the team in order to promote and secure a stimulating learning environment for the children.
- promote links and co-operation with other subject link teachers. Encourage involvement in School wide initiatives and in the development of whole school policy.
- audit training needs of staff.
- be responsible for supporting, training, monitoring NQTs and students following appropriate mentoring training.
- to offer and provide advice, support and information to other members of staff in order to enhance staff development.
- to take part in the preparation and organisation of INSET for other members of staff and when appropriate to provide INSET for other members of staff.
- to carry out appraisals.
- ensure that the Principal, members of the Senior Leadership Team and Governors are well informed about team issues, plans and priorities.

### **D. Efficient and effective deployment of staff and resources**

- advise the Principal and other members of the Leadership Team of likely priorities for expenditure, and allocate available resources with maximum efficiency to meet the objectives of the school and to achieve value for money.
- ensure the effective and efficient management and organisation of learning resources.
- maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school.

- to hold team meetings.

#### **E. Curriculum Policy Formulation and Audit**

- To manage continuity and progression within and between subjects across team s.
- To draw up or amend curriculum policy using appropriate consultation with staff and pupils needs.
- To take account of national or local policies and the needs of children in each cohort.
- To create an action plan reflecting accurately the school

#### **F. Continuous Development**

- To undertake after school clubs to enhance pupil skills and knowledge.
- To attend courses provided by organisations as and when appropriate and disseminate information.

## Person Specification

**POST TITLE: Phase Leader**

**GRADE: MPS/UPS + TLR2b**

| ATTRIBUTES                       | CRITERIA   | HOW IDENTIFIED   | Essential/Desirable       |
|----------------------------------|--|--|---------------------------|
| Relevant Experience              | <ul style="list-style-type: none"> <li>▪ Excellent classroom practitioner.</li> <li>▪ Experience teaching in Early Years</li> <li>▪ Enthusiastic leader with high standards and a record of proven success in raising achievement of groups of students.</li> <li>▪ Managing a team of staff</li> <li>▪ Managing strategic projects or a subject area</li> </ul>                                     | Application/Interview/References<br>Reference/Interview<br><br>Application/References<br>Application | E<br>E<br>E<br><br>E<br>E |
| Education & Training attainments | <ul style="list-style-type: none"> <li>• Qualified teacher status.</li> <li>• Degree or equivalent qualification</li> <li>• Leadership or management training</li> <li>• Excellent ICT capability</li> </ul>   | Application<br>Application<br>Application<br>Application   | E<br>E<br>D<br>D          |
| General & Special Knowledge      | <ul style="list-style-type: none"> <li>• Able to innovate and lead on curriculum development within Reception</li> <li>• To have a recent knowledge of the Early Years Framework</li> <li>• Ability to motivate others</li> <li>• Able to demonstrate a thorough knowledge of strategies to maximise student progress and ensure challenging targets are met by students of all abilities</li> </ul> | Interview<br><br>Interview<br><br>Application/Interview  | E<br><br>E<br>E<br><br>E  |

|                        |   |                                 |        |
|------------------------|---|---------------------------------|--------|
| Skills & Abilities     | <ul style="list-style-type: none"> <li>▪ Must be an effective teacher, skilful in communicating with individuals and have a positive presence in the classroom environment.</li> <li>▪ Ability to employ a wide range of teaching and learning techniques and styles.</li> <li>▪ Ability to manage a budget efficiently.</li> <li>▪ Ability to observe, monitor and evaluate the capability of teachers, including offering support and giving effective feedback.</li> <li>▪ Ability to identify curriculum priorities, which contribute to the strategic learning and development plan of the academy.</li> <li>▪ Displays commitment to the protection and safeguarding of children and young people.</li> </ul> | Reference/Interview             | E      |
|                        |   | Interview                       | E      |
|                        |   | Application                     | E      |
|                        |   | Application/Interview/Reference | E      |
|                        |   | Application/Interview           | E      |
|                        |   | Application/Interview/Reference | E      |
| Any additional factors | <ul style="list-style-type: none"> <li>▪ Must be confident, flexible, enthusiastic, approachable and able to inspire others.</li> <li>▪ Willingness to undertake professional leadership development.</li> <li>▪ Willingness to assist in the development of extra curricular &amp; booster activities.</li> <li>▪ Must be determined to raise achievement.</li> <li>▪ Willing to make a positive contribution to the Teaching Alliance</li> <li>▪ Willingness to undertake outreach work</li> </ul>  | Interview                       | E      |
|                        |   | Application                     | E      |
|                        |   | Application                     | E      |
|                        |   | Application<br>Interview        | E<br>D |
|                        |   | Interview                       | D      |