



HEAD OF ACADEMY RECRUITMENT INFORMATION PACK

Weelsby Academy
Weelsby St
Grimsby
DN32 7PF

RECRUITMENT INFORMATION PACK

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Dear Candidate,

Thanks for showing interest in the role of Head of Academy at Weelsby Academy.

Delta Academies Trust's motto is 'Together we are stronger' and at Weelsby Academy we believe that when staff, parents and children work together all children, irrespective of their background, can succeed and achieve their ambitions. We work together to provide a happy, caring, safe and stimulating environment where learning is fun and everyone is encouraged to reach their full potential. We aim to broaden children's minds and raise their aspirations.

We are fostering a 'can do' approach and with everyone working together, we strive to make our school the best and the children the best they can be.

Yours sincerely

Julie Saunders
Executive Principal

Introduction

Delta Academies Trust is a not for profit charitable organisation that is committed to changing outcomes for children in the academies it sponsors and the wider education system. We are a teaching school, training teachers, school leaders and other professionals who work with children.

Delta Academies Trust firmly believes that an outstanding education should be the right of every child and should not be determined by a post code lottery. The Trust will strive to ensure that all pupils and students in our academies attend an outstanding school.

We are determined that local children can attend a local school and we will place those children who need extra help first in our admissions policy.

In our family of academies we currently have a range of educational provision that includes: Secondary, Primary, Infant, Junior, Alternative Provision and Pupil Referral Units.

Delta places at the heart of its school improvement a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for the children and young people we serve.

You can find out more details about Delta and our academies at www.deltatrust.org.uk

Delta Academies Trust - Our Vision and Values

Our vision is based on the values and the principles of Delta Academies Trust. Our academies will:

- Change children's and young people's lives for the better, providing them with the skills, knowledge and understanding to be successful throughout life and contribute positively to their communities.
- Place learners at the heart of everything we do and ensure that we promote social responsibility, honesty, integrity and caring for others.
- Deliver outstanding academic outcomes for all pupils and students and engender in them the confidence and aspiration to be successful.
- Create a generation of young people who care about their environment and recognise that they can shape the future through their own actions.
- Recognise and appreciate the different beliefs others hold but will promote British Values and encourage active citizenship, promoting social cohesion.
- Promote scientific enquiry and the development of analytical thinking skills that enable pupils and students to question the world around them and evaluate received wisdom.
- Celebrate human creativity and the enrichment Arts bring to our lives and community.

Why work for Delta Academies Trust?

- You will be joining a team that is committed to changing lives through transforming educational outcomes. A Trust **highly committed** to ensuring that you benefit from high quality development and training.
- You will work alongside professionals in a fast-paced and **dynamic environment**.
- You will develop your skills alongside **like-minded colleagues**.
- Each of the Delta academies is committed to a climate of **mutual support** and **partnership** and to working closely with each other.
- **Career Development** - Delta Academies Trust offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The Trust offers a central CPD programme involving a range of training, which can include Ofsted training, safer recruitment, pediatric first aid and Evolve training. We also have a clear strand of Teaching and Learning CPD and an innovative and exciting Leadership and Development programme.
- **Pension** - Every employee of Delta Academies Trust has access to a pension scheme.
- There is a **Cycle to work scheme**
- **Work-life balance** - We aim to be a 'best practice' employer. We understand that our employment policies need to be flexible and responsive in order to promote diversity and equality, and to attract and retain the highest quality staff.
- **Child care vouchers by Sodexo** - Child care vouchers work through a salary sacrifice and they are taken from your salary each month before your usual Tax and NI contributions.
- **Tech Salary Sacrifice Scheme** - this gives employees the opportunity of having the latest technology and the cost directly deducted from their gross monthly salary, saving on Tax and National Insurance Contributions.

Application Process

Further details about the work of Delta Academies Trust including academies it currently sponsors can be found at www.deltatrust.org.uk

Completed applications should be returned to jobseast@deltatrust.org.uk or by post to Delta Academies Trust, Recruitment Team, Education House, Spawd Bone Lane, Knottingley, WF11 0EP

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 0345 196 0095.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at: <http://recruitment.deltatrust.org.uk>

**Weelsby Academy
Head of Academy
Full time/ permanent
Salary: Leadership scale L12 – L16 £51,125 - £56,521
To start ASAP**

We have reached a very exciting time of opportunity and are looking for an exceptional person to join our team. We are seeking to appoint an innovative, dynamic, motivated Head of Academy to play a leading role in moving our school forward with a specific focus on improving teaching and learning. We are a large primary school serving an area of high social need, working hard and successfully to make a difference. We are looking for a Head of Academy who is passionate about inspiring children and staff to learn.

We are a dedicated team, who benefit from quality CPD and the support of an Academy group, focused on inclusion and creating the best opportunities for children.

Are you ready for this challenge? Can you make a significant contribution?

If you have a proven track record of:

- Improving teaching and learning across the whole academy
- Outstanding teaching
- Using data effectively to raise pupil achievement and inform practice
- Resilience in challenging circumstances

Then we look forward to hearing from you – our children need you! They want teachers who ‘make learning fun, make sure that behaviour is good and make you look forward to coming to school every day’.

Visits to the Academy are warmly welcomed and encouraged. Please arrange appointments through Karen Andersen on 01472 342554

Closing Date: Friday 23rd June 2017 at 12 noon

An application pack can be downloaded from

recruitment.deltatrust.org.uk

or by contacting our recruitment team on

0345 196 0095

or email

jobseast@deltatrust.org.uk

The Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced DBS Disclosure.

Job Description

Post: Head of Academy
Salary Range: Leadership Scale 12-16
Responsible to: The Executive Principal, CEO – Delta and the Local Governing Body.

1. PURPOSE OF THE JOB

To be responsible for all aspects of the internal organisation, professional leadership, management and control of the school and for leading supervision over teaching and support staff in accordance with Instrument of Government.

2. IN RELATION TO THE STATUTORY REQUIREMENTS

The appointment is subject to the current conditions of employment for Teachers contained in The School Teachers' Pay and Conditions Document, the School Standards and Framework Act 1998, the required standards for Qualified Teacher Status and other current education and employment legislation.

3. DUTIES AND RESPONSIBILITIES

A. STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

Working with the Executive Principal and the governing body, to develop a strategic view for the academy in its community, analyse and plan for the future needs and further development of the academy within the local, national and international context. In particular:

- i. to formulate overall aims and objectives for the academy and policies for their implementation;
- ii. to lead by example, provide inspiration, motivation and embodiment for the pupils, governors and parents, of the vision, purpose and leadership of the academy;
- iii. to create with the Executive Principal an ethos and provide educational vision and direction which secure effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, mental and physical development, and prepare them for the opportunities, responsibilities and experiences of adult life;
- iv. secure the commitment of parents and the wider community to the vision and direction of the academy.
- v. to create with the Executive Principal and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement;

- vi. to ensure that all those involved in the academy are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the academy;
- vii. to ensure that the management, finance, organisation and administration of the academy, to support its vision and aims.
- viii. to ensure that policies and practices take account of national, local and academy data, and inspection and research findings;
- ix. to monitor, evaluate and review the effects of policies, priorities and targets of the academy in practice and take action if necessary.
- x. to ensure a commitment to safeguarding and promoting the welfare of children and young people.

B. TEACHING AND LEARNING

To work with the Executive Principal and governing body to secure and sustain effective teaching and learning throughout the academy and to monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement:

- i. to create with the Executive Principal and maintain an environment and a code of behaviour and conduct which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline, and which enable teachers to meet the standards set out in the professional development framework;
- ii. to determine, organise and implement the curriculum and its assessment, and to monitor and evaluate them in order to identify and act on areas for improvement;
- iii. to ensure that effective, appropriate pastoral support is available to pupils;
- iv. to ensure that pupils develop skills in order to learn more effectively and with increasing independence;
- v. to monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils, including those with special educational or linguistic needs, in order to set and meet challenging, realistic targets for improvement; to ensure proper standards of professional performance are established and maintained;
- vi. to ensure that the academy complies with the statutory requirements that promote equal opportunities for all
- vii. to develop effective links with the community, including business and industry, to extend the curriculum and enhance teaching and learning;

- viii. to create and maintain with the Executive Principal an effective partnership with parents to support and improve pupils' achievement and personal development.

C. LEADING AND MANAGING STAFF

To lead, motivate, support, challenge and develop staff to secure improvement:

- i. to maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils;
- ii. to plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for each teacher and other members of staff, in work carried out in school and work carried out elsewhere;
- iii. to participate, as appropriate, having regard for other duties, in the teaching of pupils at the academy;
- iv. to consider the extent to which the Principal's duties may be delegated to any deputy or assistant Principal;
- v. to arrange for a Deputy / Assistant Principal or other suitable person to assume responsibility for the discharge of the Principal's functions at any time when the Principal is absent from academy;
- vi. to ensure that communication channels exist in academy enabling all staff to receive information they need in order to carry out their professional duties effectively;
- vii. to motivate and enable all staff in school to carry out their respective roles to the highest
- viii. standard, through high quality continuing professional development based on assessment of needs;
- ix. to sustain their own motivation and that of other staff;
- x. to implement and sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers, including targets relating to pupils' achievement;
- xi. to participate in arrangements for Teachers performance management;
- xii. to ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for Qualified Teacher Status, the Career Entry Profile and standards for induction;
- xiii. to ensure that professional duties and conditions of employment as set out in the School Teachers' Pay and Conditions document are fulfilled.

D. EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

To deploy people and resources efficiently and effectively to meet specific objectives in line with the academy's strategic plan and financial context:

- i. to work with the Executive Principal, governors and senior colleagues to recruit staff of the highest quality available
- ii. to prepare and consult with staff regarding job descriptions;
- iii. to work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided;
- iv. to work with the Executive Principal, advising the governing body and implement decisions in relation to staffing;
- v. to work with the Executive Principal, advising the governing body on the adoption of effective procedures to deal with the competence and capability of staff;
- vi. to work with the Executive Principal, advising governors on appropriate priorities for expenditure, allocation of funds and to ensure effective administration and control;
- vii. to manage and organise accommodation efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations;
- viii. to make arrangements, if so required, for the security and effective supervision of the academy buildings, contents and grounds, ensuring that any lack of maintenance is reported to the maintaining authority.
- ix. to undertake responsibilities as defined in the SPTA's Health and Safety policy, and / or such Health and Safety Policy as the governing body may have determined.
- x. to ensure that appropriate risk assessments are undertaken before sanctioning any participation in any potentially hazardous activity.
- xi. to manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

E. ACCOUNTABILITY

To be accountable for the efficiency and effectiveness of the academy to the Executive Principal, governors, including pupils, parents, staff, local employers and the community:

- i. to provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money;
- ii. to report to the governing body on the discharge of the Head of Academy functions and the affairs of the academy;
- iii. to create and develop with the Executive Principal an organisation in which all governors and staff recognise that they are accountable for the success of the school;
- iv. to present a coherent and accurate account of the academy's performance in a form appropriate to a range of audiences, including parents, governors, the local community, OFSTED, and others, to enable them to play their part effectively
- v. to ensure that parents and pupils are well-informed about the curriculum, attainment and progress, and about the contribution that they can make to achieving the school's targets for improvement.
- vi. to consult with the Executive Principal and report to the governors annually on the performance management of teachers at the school in relation to the School Teachers Pay and Conditions Document.
- vii. to provide information about the work and performance of staff where it is relevant to their future employment.
- viii. To ensure the academy website is maintained with up to date information for all relevant stakeholders.

PERSON SPECIFICATION
Head of Academy

	Essential	Desirable
KNOWLEDGE/QUALIFICATIONS		
Graduate with Qualified Teacher Status	*	
Achieved NPQH		*
Up to date knowledge in subject, national policy, pedagogy, classroom management strategies, research/inspection findings and statutory requirements	*	
Comprehensive knowledge of performance management requirements in an educational context	*	
Knowledge of the professional teaching standards	*	
EXPERIENCE		
Experience of senior management at assistant or vice principal level	*	
An excellent classroom practitioner with the highest expectations for the welfare and progress of all students	*	
Have a thorough understanding of curriculum development	*	
Experience of monitoring and improving the quality of teaching and learning	*	
Proven experience of developing good working relationships with all stakeholders	*	
Proven experience in the analysis of performance data for the purposes of target setting and evaluation	*	
Have experience of strategic planning	*	
Have a proven commitment to excellent and respectful behaviour from the whole academy community	*	
SKILLS		
Demonstrable ability to work effectively in a wide range of partnerships to achieve academy improvements	*	
Proven ability to lead and manage significant whole academy initiatives	*	
Excellent management, motivational and communication skills	*	
Lead, manage and co-ordinate staff through an effective team based approach	*	
Ability to understand complex organisations and work with clearly defined line management and supervision structures	*	
Ability to monitor and evaluate the work of others; to offer support and intervention where necessary	*	
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS		
Commitment to raising standards and achieving the highest standards of achievement for young people	*	
Ability to work on own initiative and be pro active	*	
Work in ways that promote equality of opportunity, participation, diversity and responsibility	*	
A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies	*	
A commitment to Safeguarding and promoting the welfare of children and young people	*	
The post holder will require an enhanced DBS	*	

ACADEMY'S STATISTICS PAGE

Weelsby Academy Facts and Statistics	
Type of School	Primary
Age Range	3-11
Location	Grimsby
Denomination	
Co-educational or single sex	Co-Educational
Specialisms	
Number of students on roll	315
Value added	99.7
Attendance	94.6
Date school established	2012
School Awards	Artsmark, Basic Skills Award, Healthy Schools, Sportsmark
Number of teaching staff	14
Number of associate staff	44
% of students on free school meals	60%
% of students with SEN – statemented	30%
% of students with EAL	1%