

Candidate Pack



Thank you for your interest
in the role of Headteacher at
The Oxford Academy



Dear applicant

We are delighted that you are interested in applying for the post of Headteacher at The Oxford Academy. You will join a hugely committed and hardworking staff who, through the values of teamwork and care, has been instrumental to our astonishing improvement journey since the Academy opened in 2008.

One of only two Oxfordshire schools to achieve positive progress for disadvantaged students in 2016-17, we are committed to tackling disadvantage. We aim to improve the life chances of all of our students by raising their aspirations and providing a high-quality, stimulating and dynamic learning environment. Further to this, our strengthening reputation means that an increasing number of families from across East Oxford are choosing The Oxford Academy as their preferred school. Your job will be to ensure that we continue to serve our increasingly diverse community to achieve outstanding outcomes for all.

The Sixth Form is an important part of the school which we will be looking to you to strategically develop. Currently, there are over 150 students across Years 12 and 13 accessing a wide-range of courses, both academic and vocational. The OUFC Advance and the Ready for Work programmes are real areas of strength which we seek to further grow. We also have our thriving OX4 community offering and leadership provision at the local primary school which will form an exciting part of the Headteacher responsibilities. At a time when we are exploring future MAT opportunities for the school, you will be instrumental in this stage in the school's development.

The successful candidate will have a proven track record of raising standards and a clear vision for leading the school to an Outstanding Ofsted judgement. This is a crucial appointment for the Academy and, if you believe you have what it takes to deliver the continued and sustained improvement for our students in this challenging education environment, we would love to hear from you.

Your application should comprise the application form and a supporting statement (2 sides of A4 maximum) setting out what skills, experience, knowledge and personal qualities you believe you would bring to the post. These should be submitted electronically to elaine.skinner@oxford.anglican.org

Shortlisted candidates will be notified on and interviews are planned for the 26-27th of June.

If you would like a confidential discussion about the position, please do not hesitate to contact our chair of the appointment panel: Roy Leach, royandbridget@tiscali.co.uk There will be an opportunity to visit The Oxford Academy on 16th or 23rd of May. Visits are warmly welcomed: contact details can be found at the end of this pack.

We very much look forward to receiving your application to join our team and be part of our continuing and exciting success story.



John Putt
Chair of Governors

Ethos, values and the challenges ahead

All at The Oxford Academy are committed to serving our local community. We are motivated by a desire to support and transform, working with and for our student and parent bodies and the wider Blackbird and Greater Leys, Littlemore and Rose Hill communities. Our values are inspired by our community and Church school status. Consequently, RESPECT, DETERMINATION, ASPIRATION and RESPONSIBILITY underpin all that we do to improve the outcomes and life chances of those we serve. We work in collaboration with local schools and provide one of our major feeder primary schools – John Henry Newman – with an Executive head teacher as part of a formal arrangement with its sponsor.

We celebrate the diversity of our students, parents and colleagues, believing that everyone brings a unique and exciting perspective to our work. We have the highest expectations of our students: of their behaviour, their attitude, their presentation and their punctuality. In return we make a commitment to provide a quality educational experience and to continue to raise standards.



The academy has undergone significant changes since its predecessor community school became a Church sponsored academy in 2008. The school improvement journey has taken The Oxford Academy through 'inadequate' in 2012, to 'requires improvement' in 2014 to 'good (with outstanding features)' in 2016. Our students, including those from disadvantaged backgrounds, now make more progress than in most other schools in the country. From being the school to avoid, we are now the preferred destination for record numbers of students and from a wider range of primary schools than has ever before been the case. We are looking for a candidate excited by the opportunity to build on this foundation and move The Oxford Academy to even greater heights of achievement.

The Oxford Academy is not without its challenges though, some common to all schools, some uniquely of its own:

Budget. Real terms per pupil funding has been squeezed and the academy has had to take some difficult staffing decisions and restrict expenditure. In recognition of the rapid growth in pupil numbers the Education and Skills Funding Agency has agreed to fund the academy on the basis of *actual* pupil numbers (rather than 'lagged' funding) but only for two years. This is in addition to a loan which is to be paid back over the next few years.



Pupil numbers: Whilst the surge in first preferences for September 2018 (180 compared with only 105 in 2015) is most welcome, the challenging circumstances of another city school has led to a large number of in-year admissions of students.

Sixth Form: In previous years The Oxford Academy has enrolled large numbers of 'distance learners', some living hundreds of miles away. Although bringing welcome additional funding, they also presented significant challenges in terms of quality assurance and safeguarding. The ESFA has, rightly, imposed more realistic 'travel to learn' limits which mean that The Oxford Academy is more reliant on expanding its 'home grown' sixth form.

Prior attainment: Many of our students arrive in Year 7 with their literacy and numeracy significantly below age appropriate levels.

Multi Academy Trusts: We are actively exploring possible MAT opportunities to enhance the successful future development of The Oxford Academy.



About the sponsors



The Oxford Diocesan Board of Education is the lead sponsor of The Oxford Academy and is chaired by The Right Revd Alan Wilson, Bishop of Buckingham. It is committed to education of the highest standards of the whole person to the fullest potential, to the development of moral and spiritual understanding, the uniqueness of the individual and to the education of all within the maintained system.

The Oxford Diocesan Board of Education (ODBE) has 282 schools with over 55,000 pupils. Of these schools, 109 are Voluntary Aided; three are mark 1 sponsored academies; 14 are mark 2 converter academies and 1 is sponsored by Oxford Diocesan Schools Trust (ODST). Of these schools 12 are secondary and the rest cover the primary phase. The Board has a diverse range of schools from small rural primaries to inner city schools with a wide range of challenges. The ODBE adopts an innovative and entrepreneurial approach to the constant changes within education and has a skilled and professional staff team, albeit relatively small, which plays an active role in national bodies concerned with Church of England education, as well as supporting its schools.



Oxford Brookes University has been one of the sponsors of The Oxford Academy from its beginning, and its main Gypsy Lane campus is a short drive away. Oxford Brookes supports the Academy by providing:

- senior staff support for the governance and strategic leadership of the Academy;
- student mentors for Academy students;
- aspiration raising and widening participation events with Academy students and parents;
- specialist support from our School of Education, including subsidised Continuing Professional Development;
- academic support for a variety of main curriculum subjects;
- a variety of extra-curricular enhancements.

The University's support for the Academy is led by the Associate Dean for Student Experience in the Faculty of Humanities and Social Sciences.



Established by Adrian and Jacqui Beecroft, The Beecroft Trust focuses on education and science and is founded on their belief that support directed at these areas will benefit not only the current generation, but future ones as well. Its work is underpinned by the drive to improve the life chances of young people.

Student achievement examination results

We have seen a significant rise in standards over the last three years and in 2016 were the top performing school in the county for progress measures. Further to this, in 2017, The Oxford Academy was one of only two Oxfordshire schools to achieve positive progress for disadvantaged students. Students at The Oxford Academy take great pride in their achievements and expect the very best opportunities.

The Oxford Academy at a glance:

Number of students on roll	946
Percentage Pupil Premium	46%
Percentage SEND	28%

School Performance Tables can be viewed on the following link:

<https://www.compare-school-performance.service.gov.uk/school/135675>

Ofsted Reports can be viewed on the following link:

<https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/135675>

GCSE results summer 2017

Progress 8	0.51
Attainment 8	46.78
English 9-4	65%
Maths 9-4	60%
English and Maths 4 and above	50%
English 9-5	55%
Maths 9-5	37%
English and Maths 5 and above	30%

EBacc entries 18% EBacc achieved 10%

GCSE results summer 2016

Progress 8	0.8
Attainment 8	49.7
RoP English	88%
RoP Maths	82%
5 A*-C inc. Eng/Maths	52%
A*-C English	71%
A*-C Maths	62%

EBacc entries 53% EBacc achieved 11%

Living and working in Oxford

Oxfordshire is the most rural county in the south east of England with its internationally famous city at its heart. It offers a vibrant culture, rich heritage and bustling rural and urban towns and villages situated within beautiful countryside.

Transport links are good. Oxford is connected to London, the M25 and the Midlands by the M40 motorway. The Oxford ring road provides direct access to the south and west coast ports of Southampton, Portsmouth and Bristol via the A34. There is a frequent direct train service from Oxford to London Paddington and London Marylebone plus other services to the south and west via Reading and north to Manchester, Leeds and Birmingham. There is a direct train from Oxford to Birmingham International Airport besides the many bus and coaches which run to Heathrow, Gatwick, Stansted and Luton airports. There is also a 24-hour bus service to London.

Oxford is celebrated all over the world as a prestigious centre of learning. Oxford has more published writers per square mile than anywhere else in the world and it is also the home of the world famous Oxford English Dictionary which provides authoritative definitions of over 500,000 words. The many famous colleges that comprise Oxford University have educated 27 British prime ministers including Margaret Thatcher, Tony Blair, David Cameron and Theresa May.

We are privileged to have our own community leisure facilities on site. OX4 provides a wide range of sports, leisure and recreational facilities including a 3G dome, Multi Use Games Areas, astro turf, dance and fitness studios, sports hall, grass pitches and a fully equipped conference suite. These can be hired out by the public seven evenings a week but are available for Academy use during the day.

There are also leisure centres in the neighbourhood with the nearby one at Blackbird Leys offering badminton, basketball, 5-a-side football and an Aspires fitness suite. Blackbird Leys swimming pool is a few minutes' walk away from the leisure centre. Oxford United Football Club run holiday and weekend training courses and there is an ice skating rink close to the city centre. The Horspath Road Athletics Track is a state-of-the-art facility available to everyone and designed to encourage both the beginner and expert to try their hand at track and field disciplines. There are organised coaching sessions run by Oxford City Athletics Club.

Lovers of the outdoor life will find lots to enjoy around Oxford. Locations include twenty nature parks and reserves and several Sites of Specific Scientific Interest providing a wide range of habitats and landscapes. The Thames Path (184 miles) follows England's best known river from its source near Kemble in Gloucestershire to the heart of London. The river enters Oxfordshire near Kelmscott meandering through Oxford, Abingdon and Wallingford before leaving the county in Henley. In the south of the county are the Chilterns, an Area of Outstanding Natural Beauty, with rolling chalk hills, magnificent beech woods, quiet valleys and charming brick and flint villages.

Job description

JOB:	Headteacher
RESPONSIBLE TO:	The Chair of the Governing Body
SALARY/GRADE:	Competitive salary and benefits
CONTRACT TYPE:	Full time permanent
LOCATION:	The Oxford Academy

Introduction

The Oxford Academy is committed to providing the highest standards of teaching and care for all stakeholders and affording them opportunities to achieve their best possible academic, personal and spiritual outcomes in an inclusive environment. All employees working with children and young people have a responsibility for safeguarding and promoting their welfare. The Headteacher will undertake all the duties and responsibilities as prescribed in the current School Teachers' Pay and Conditions of Service document.

Job purpose

In partnership with the Senior Leadership Team and the Governing Body, the Headteacher will provide leadership, give direction and shared vision for the strategic development of The Oxford Academy, to continue to raise standards and sustain and develop the support and commitment of the community and the Academy's stakeholders.

The Headteacher will have overall responsibility for creating an environment that inspires and motivates students, staff and the Academy community to achieve the highest standards through continuous improvement in the quality of teaching and learning, day to day management, organisation and administration and the efficient utilisation of resources and staff of the Academy.

Key priorities

With high expectations of all, and excellent outcomes as a given, the Headteacher's first key role will be to work closely with the SLT and the Governing Body to:

- sustain the rise in students' attainment;
- further improve attendance, punctuality and behaviour of all students;
- promote a culture where all staff understand and value their role and responsibilities and are held accountable for these in a fair, supportive and consistent manner;
- take a strategic role in the evaluation and introduction of new and emerging technologies and developments in education to enhance and extend the learning experience of students and the pedagogical skills of staff;
- maximise the performance of all students through consistently good or outstanding teaching and learning and high quality care and support which motivates, challenges and empowers;
- motivate students to be active participants in their learning and to take personal responsibility for improving their life chances through their educational experience;
- enrich the sharply focused programme of continuing professional development for all staff;
- actively promote and encourage behaviours that reflect the Academy, ensuring that our values are evident throughout the Academy community;
- develop in all students and staff the skills and attitudes that will bring success in learning in a fast changing world;
- further strengthen the Academy's good relationship with the community;
- review and develop the Academy's ethos and values.

Job description (cont.)

Lead and manage The Oxford Academy in partnership with key stakeholders

- Work closely with the Governing Body to develop further the strategic vision of the Academy and incorporate long-term developments and improvements into an Academy Improvement Plan.
- Lead and inspire all stakeholders to be committed to the aims and involved in meeting the short, medium and long term objectives and targets.
- Anticipate the consequences of future trends and initiatives and articulate these to the key stakeholders in the Academy and the wider community.
- Harness and nurture the talents and support of members of the Academy community and external partners to create an exciting, fun and vibrant learning environment.
- Encompass the aims of the children's wellbeing and safeguarding in all aspects of Academy life.
- Set, model and promote high standards of professionalism throughout the Academy.
- Regularly review the Academy's self-evaluation with staff and governors and use this process to inform an Academy Improvement Plan.
- Enable the successful running of the Academy by working closely with the Senior Leadership Team, the Finance Director and the Governing Body for the effective day to day management of financial, human, buildings and other resources; management of the Academy's financial position; as well as maintenance of effective systems of internal control so that good resources are always available to the Academy's students and staff.
- Develop, monitor, evaluate and review the effects of policies, priorities and targets and, in consultation with the Governing Body, take appropriate action.
- Ensure compliance with statutory regulations and requirements in all aspects of the Academy.
- Ensure that the buildings for the Academy use, contents and grounds are safe, secure and well-maintained and utilised to their full potential, identifying future needs and opportunities.

Ensure effective teaching and learning through an inspiring curriculum

The Headteacher has a central responsibility for raising the quality of teaching and learning in the Academy. This involves setting high expectations, maintaining and evaluating outcomes and establishing a successful learning culture that will impact on all students' achievement.

- Help deliver a shared vision of education for the future and ensure a culture of challenge and support where all students can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the Academy's community to ensure students achieve the progress and attainment defined by the Governing Body.
- Promote and facilitate an innovative, rich, cross-curricular and exciting curriculum that meets the broader needs of all learners. In particular, vulnerable learners and those with SEND.
- Monitor, evaluate and review the quality of learning and teaching to improve outcomes for our students through regular classroom practice observations and timely and effective feedback.
- Challenge under-performance at all levels and ensure action is taken to secure improvement.
- Sustain creative, responsive and effective approaches to teaching and learning, assessment and securing progression.
- Inspire, support and challenge learners to further enhance their educational outcomes and personal development.
- Create and develop high quality assessment procedures and systems for tracking student progress and forming appropriate teaching strategies.
- Implement strategies which secure high standards of behaviour and attendance.

Recruit, lead and develop staff of The Oxford Academy

- Be an inspirational leader who will support the development of distributed leadership throughout the Academy and promote strategies which secure good order, pastoral care, discipline and high morale throughout the Academy community.
- Motivate and inspire all staff so that they achieve their personal goals whilst developing their skills, knowledge and expertise in a safe and enabling environment.

Job description (cont.)

- Ensure the Academy's leadership and organisational structures are fit for purpose, facilitating continuous improvement and optimizing the benefits of being an Academy.
- Lead, motivate, support, challenge and develop the Leadership Team and, through them, all staff by providing effective induction, continuing professional development and performance management in line with the Academy's strategic plans and current legislation.
- Recruit, select, deploy, develop and retain high calibre and appropriately qualified staff.
- Work closely with staff and value their professional contributions.
- Ensure that students and Newly Qualified Teachers (NQTs) are appropriately trained, monitored, supported and assessed in relation to the appropriate standards.

Work in partnership with the Academy's parents, carers, community, and other stakeholders

- Maintain healthy partnerships between parents, carers and the Academy to support and encourage participation in their children's learning.
- Provide parents and carers with regular information on their student's progress, learning, curriculum and key Academy activities.
- Promote community cohesion by developing further the relationship with key stakeholders, local businesses and the wider community.
- Secure the commitment of parents, carers and the wider community to the vision and direction of the Academy and its strategic plan for development.
- Develop effective links with leaders in the community including those of faith
- Contribute to the working of the wider education system by sharing effective good practice, working in partnership with other schools and promoting innovative initiatives.
- Work with the local community to offer and develop Extended Services.

Secure accountability

- Be accountable for the efficiency and effectiveness of the Academy to the Governing Body, other stakeholders and the wider community.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and good standards of achievement and for achieving efficiency and value for money.
- Liaise frequently with the Chair of the Governing Body and communicate effectively with its members, reporting on relevant matters and highlighting key issues.
- Develop a culture in which all Governors and staff recognise that they are accountable for the success of the Academy.
- Present a coherent and accurate account of the Academy's performance in a form appropriate to a range of audiences, including parents, Governors, sponsors, the local community and regulatory bodies.

Other

- The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.
- It is the practice of The Oxford Academy to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post holder before any changes are implemented. The post holder is expected to participate fully in such discussions and implementation.
- This job description forms part of the post holder's contract of employment.

Person Specification

The following criteria will be used when assessing the suitability of applicants.

Essential: without which the candidate would be rejected.

Desirable: useful for choosing between two good candidates.

Essential **E**

Desirable **D**

Demonstrable ability to lead, motivate, develop and inspire staff and to encourage student and parental involvement.	E
Ability to build the commitment of all stakeholders to the vision and values of the sponsors and Governors.	E
Ability to plan strategically and to monitor, evaluate and review all aspects of the Academy.	E
Knowledge and understanding of the principles and practices of performance management for all staff.	E
Ability to analyse and interpret student data and set challenging but realistic performance targets.	E
Ability to oversee an ethos and structure for managing behaviour, which enables students to achieve their full potential.	E
Ability to work effectively with members of the local community in developing the Academy as a community resource.	E
Ability to think strategically and creatively and to evaluate impact.	E
Excellent communications (including written, oral and presentation skills) and interpersonal skills and with the ability to articulate a clear vision.	E
Ability to oversee the process of effective and efficient budgeting.	E

Qualifications/Training

Qualified teacher status.	E
An honours degree (or equivalent).	E
Up to date knowledge of research about effective leadership and teaching and learning.	E
Knowledge and understanding of current education legislation and initiatives.	E
NPQH.	D

Experience

Experience of effective senior leadership in a challenging secondary school environment.	E
Currently a serving Headteacher.	D
Use of innovative and effective approaches to the development of teaching and learning, including assessment for learning.	E
Successful management of school self-evaluation, improvement planning and target setting.	E
Effective leadership of staff professional development and performance management.	E
Successful partnership working with other schools, relevant service agencies and stakeholders.	E
Ofsted inspection training.	D

Equality, inclusion & safeguarding issues

Demonstrable commitment to equality of opportunity and inclusive education based on knowledge of legislation.	E
Ability to develop an appropriate environment which ensures the safety of all users of the Academy, within a culture of robust safeguarding procedures.	E

Personal qualities

A commitment and ability to sustain, nurture and develop the ethos of the Academy.	E
Integrity.	E
Resilience and stamina when faced with complex and demanding situations.	E
Ability to meet deadlines and to delegate effectively.	E
Commitment to continuing personal development.	D

The Oxford Academy is committed to the safety and welfare of its students.

The person must share this commitment and will be subject to the appropriate clearance checks.

Key dates & contact details

- Informal visits to the Academy 16th or 23rd May 2018
- Closing date for this post 11th June 2018
- Shortlisting for this post 18th June 2018
- Scheduled interview dates 26-27th June 2018

To arrange an informal visit please:

Telephone Mrs Jeanette Booth 01865 774311 Ex 1109
or email Keely.Brookes@theoxfordacademy.org.uk

If you would like a confidential discussion about the position, please do not hesitate to contact Roy Leach the chair of the appointment panel. You can contact him by email in the first instance:
royandbridget@tiscali.co.uk

The Oxford Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. Therefore, this position will be subject to the appropriate clearance checks including an Enhanced DBS check with the Disclosure & Barring Services (previously known as the Criminal Records Bureau).



www.theoxfordacademy.org.uk
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