



# Mill Chase Academy

**Deputy Principal: Teaching, Learning and Assessment**

**Information Pack**

**Start date: April 2018**

**Salary: £57,075 - £62,860 (L16-L20)**



## Contents

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<b>3</b>	Welcome from Paul Hemmings, Principal
<b>4</b>	Message from Head Boy and Head Girl
<b>5</b>	Relocation to new premises in 2019
<b>6</b>	The University of Chichester Multi-Academy Trust and Sponsor
<b>7</b>	Together we make a difference
<b>8</b>	Job Profile
<b>10</b>	Person specification
<b>13</b>	Application Procedure

## Welcome from Paul Hemmings, Principal

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**Welcome and thank you for your interest in this exciting key role at Mill Chase Academy (MCA).**

MCA is a small, friendly, vibrant academy with high standards and expectations. We pride ourselves on knowing every young person well. Student welfare is at the heart of all our work and we have the highest aspirations for every child in our community.

We are at a pivotal point in our history. In our first inspection since becoming an academy we were judged as being good in all areas in October 2016. GCSE results have improved year on year and we are determined that we will become an outstanding academy.

Recent results demonstrate that we have the capability to achieve this. In 2016, the mathematics progress 8 value of +0.54 placed the department in the top 6% in the country, with 75% of students achieving C grade or above. This year 78% of students achieved a grade 4 or higher.

This year, English results increased by 17% ensuring that 70% of students achieved a grade 4 or higher. Our results placed us in the top 10% of Hampshire schools for improvement in the Basics measure.

Science results improved this year, but there is room for further improvement. All our recently appointed science teachers are fully qualified specialists and this newly formed team has been completed following the appointment of a substantive Head of Science, last term.

Our next goal is to improve the attainment of all students at all levels across all subjects. We are seeking an expert practitioner with experience of leading Teaching, Learning and Assessment across their school to lead this next exciting phase of our development. This Deputy Principal role is critical to achieving our aspiration of outstanding outcomes for all our students.

We are looking for applicants from aspirant Principals with the desire to take on significant whole school responsibilities. You will benefit from professional development to support you in your journey to achieving your career aspirations.

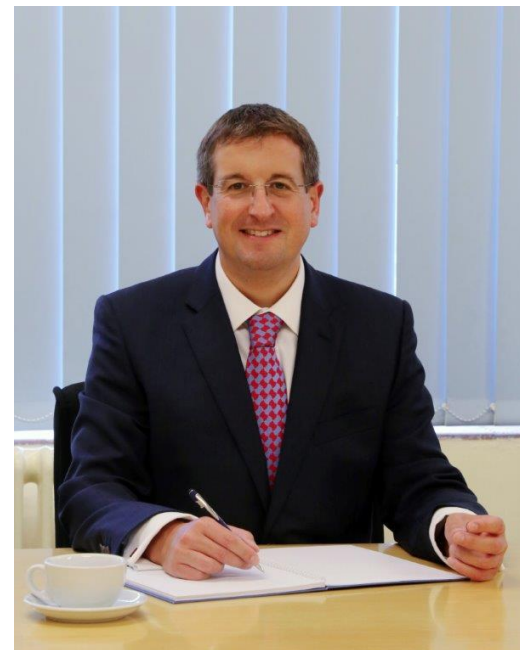
In September 2019, it will be an exciting time as we relocate to a purpose built new-build academy in Bordon. Currently under construction with an investment in excess of £30M, it will include state of the art facilities for all departments.

I extend an invitation for you to visit our academy and discuss with me the post in more detail. Corinne Tutton, PA to the Principal, will be pleased to make arrangements for you and can be contacted at [c.tutton@millchase.hants.sch.uk](mailto:c.tutton@millchase.hants.sch.uk) or telephone (01420) 472132.

Yours sincerely



Paul Hemmings  
Principal



## Welcome from the Head Boy and Head Girl

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We would like to welcome you to Mill Chase Academy. We are delighted to say that during our five years at Mill Chase Academy we have really valued the experiences and education that we have been offered. Our academy is a small, vibrant and caring establishment that believes in having high expectations and achieving excellence.

At Mill Chase Academy our teachers work hard and really care about each of us and our education as individuals. There are many opportunities to extend our learning to ensure that we really do achieve our best.

Student Leadership is very important within the school and starts from Year 7 onwards with our Student Leadership programme and School Council. We feel that we have a voice and can make a valuable contribution to the decisions being made within the academy.

The student body behave well and fully engage with their learning, something that is noted and commented on by the many visitors that we welcome into the academy.

Our students really do have **Ambition** and **Courage** in order to achieve **Excellence**.



## Relocation to new premises in 2019

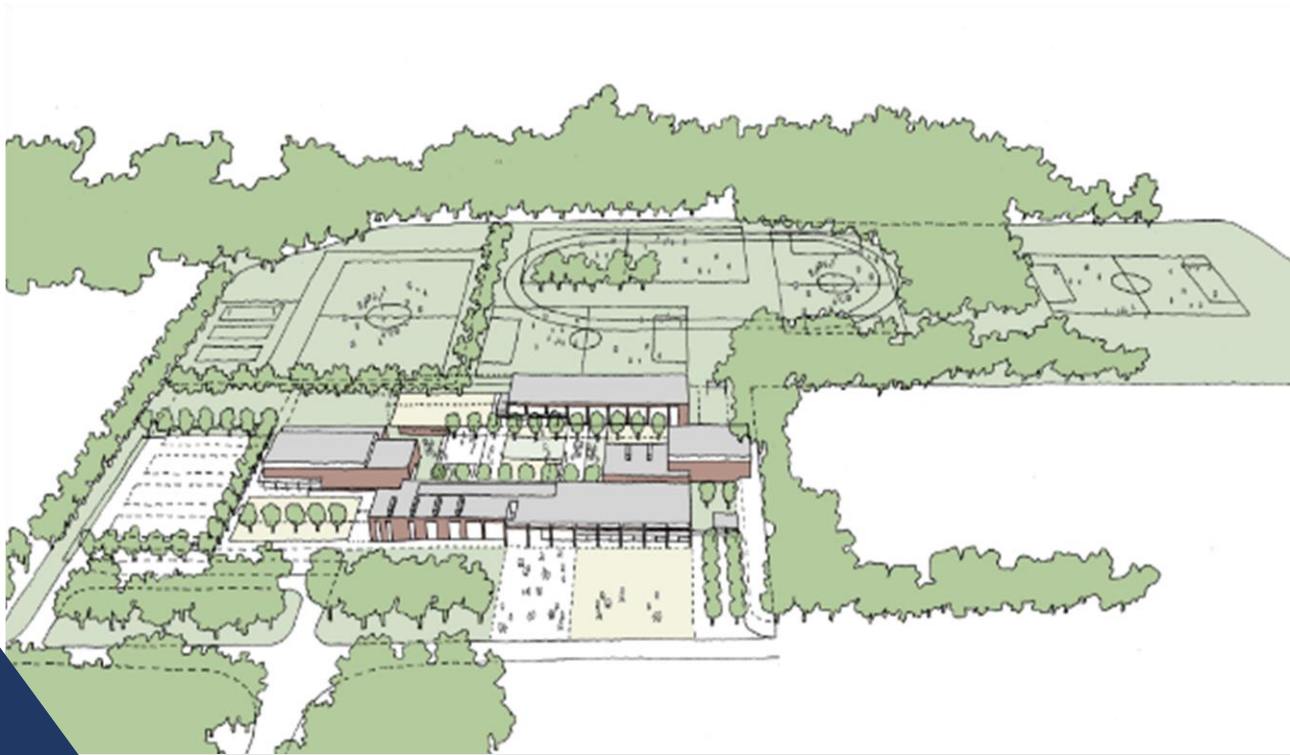
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Mill Chase Academy will be opening its new building a short distance from its current location in September 2019, creating a vibrant and exciting learning environment.

With an investment in excess of £30M, the facilities will be cutting edge, including science and technology laboratories, performing arts centre, 300 seat theatre, 4G pitch, a 6 court sports hall and forest school learning area.

It is a rare opportunity and an exciting time to join the Academy, collaborating with the Trust, architects, designers and local community to create a legacy for the future. Our location will be at the heart of a new learning community which will continue to grow as we welcome families locating to a new developing community in Bordon, Hampshire.

We work within a supportive learning community of staff, parents and students, enabling a world of learning opportunities which will inspire and motivate students of Mill Chase Academy to achieve excellence and create the successful path for their future. We are creating an academy where each day will be a journey of discovery to fire their imagination, establish their sense of worth, and to gain the confidence and courage to take a full part in the wider world.





## The University of Chichester Multi-Academy Trust

The University of Chichester Academy Trust is uniquely placed to make a difference to the local education landscape. With access to the University's extensive resources, we provide both educational expertise from the University's Institute of Education and expertise from professionals within HR, Finance, ICT, Estates and Communications.

The Trust has an inclusive and an aspirational vision. People and relationships matter to us and we share the University's belief that education has the power to transform society.

**Our Vision is** for all young people to be inspired by an excellent education that raises their aspirations and enriches their lives.

**Our Mission is** to create a vibrant inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning.

### Our Shared values are:

- **Aspirational**
- **Inclusive**
- **Collaborative**
- **Dynamic**
- **People-focused**

## University of Chichester as sponsor

As a University we believe education has the power to transform society and we should play a role in enabling people to exceed their own expectations, creating a positive impact on our local and regional communities.

Our belief is all schools can be successful and that student progress and the retention and growth of high-quality teachers should be at the heart of our work. We have years of experience in working with outstanding and improving schools as well as those less successful and were proud when we established the Academy Trust in 2012.

***“high quality, centre-based training which is creative and innovative”***

**Ofsted Inspection (2010)**

We believe there are five key factors that distinguish the University of Chichester as an academy sponsor:

- Teacher training and schools have been fundamental to the University since 1839;
- Tailor-made solutions designed on merit not a one size-fits-all compliance model;
- Wide ranging experience of working in partnership with a rich variety of schools backed up with school focused CPD and classroom-based action research;
- The University is judged as an 'Outstanding' provider of Initial Teacher Training;
- High quality teaching and learning, recruitment, training, development and retention are all at the heart of the University ethos, which is shared by the Trust.

'The headteachers and chairs of governors of all of the schools play an important role in the leadership of the trust through forums such as the termly advisory group. Consequently, officers, headteachers and members of local governing bodies share a strong sense of common purpose.'

University of Chichester Multi-Academy Trust  
Ofsted Report, 2017

# Together we make a difference

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## Our Promise to you:

- Be a member of the SLT, working collaboratively and creating the curriculum, developing the ethos and establishing the relationships which will secure Mill Chase Academy as the heart of a growing new community
- An Academy which is committed to continued rapid progress and the achievement of excellence
- Involvement in the delivery of a brand new, purpose-built academy with carefully planned internal and external spaces, well-equipped ICT resources, learning resource area and state of the art technology

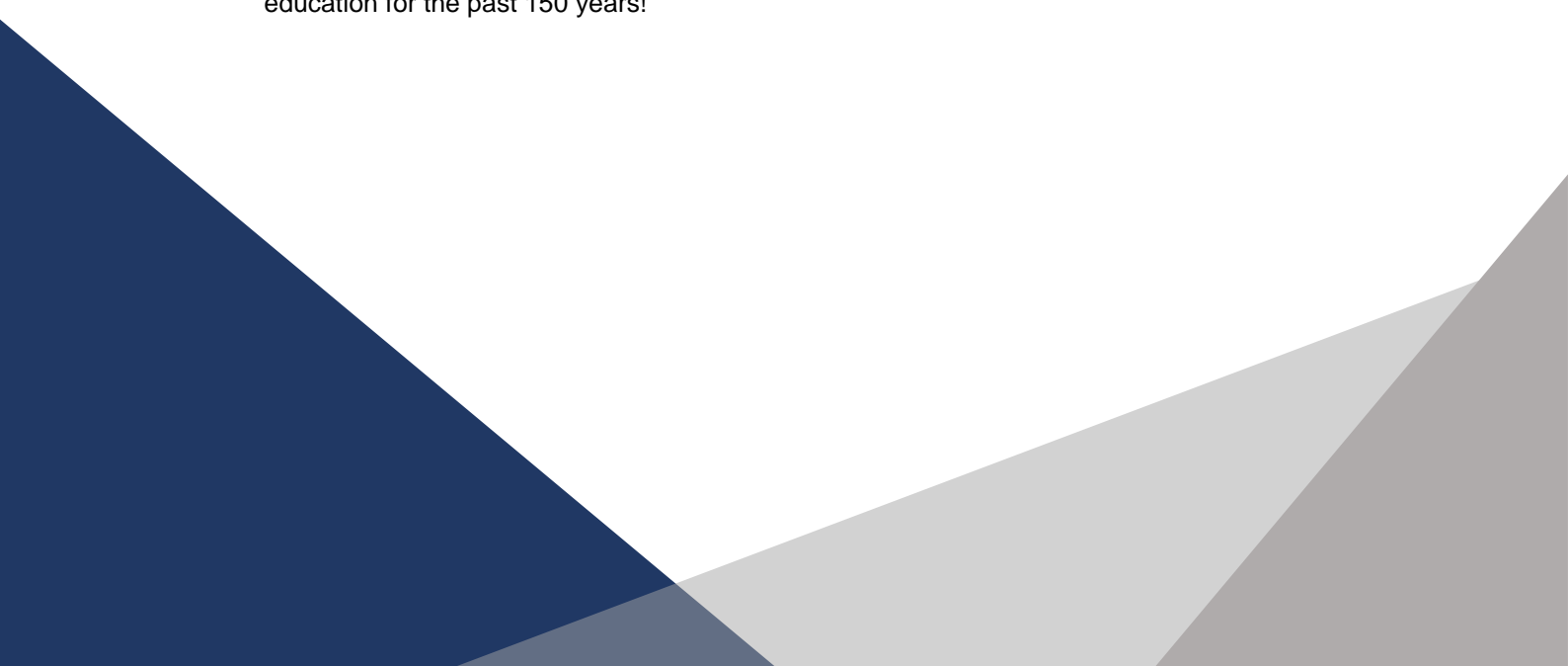
## A focus on you:

- Opportunities for shared learning and collaboration across the University of Chichester Academy Trust and the wider network
- Extensive professional and personal development opportunities
- Access to current research and expertise from the University of Chichester

## Reward and Benefits:

- A pay and reward package which values all staff and recognises the importance of staff in contributing to the achievements and success of the Academy and Trust
- Eligibility to join NUS Extra saving you £££'s on a range of goods and services
- Teachers' Pension Scheme
- Childcare Voucher Scheme
- Relocation allowance (subject to eligibility)

## Be part of something bigger:

- The support of the University of Chichester Academy Trust, its Board and colleagues from the University of Chichester
  - Security of knowing you are joining an organisation whose sponsor has been promoting education for the past 150 years!
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# Job Profile

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**Job Title:** Deputy Principal: Teaching, Learning and Assessment

**Job No:** CAT0156MCA

**Reports to:** Principal

**Location:** Mill Chase Academy, Bordon

## Function of the post

You will support the Principal in providing strategic leadership and direction, ensuring a child centred approach where teaching is consistently good or better. Leading on the teaching, learning, assessment and curriculum you will drive up standards and achievement across the Academy, fostering confidence, ambition and motivation in staff to promote and deliver a positive, exciting and relevant learning experience for students.

## Principal Accountabilities:

1. Responsible for the professional duties of the Principal when requested in the event of their absence.
2. Contribute to the development and achievement of the Academy's strategy, aims and objectives which will build an academy that retains its identity whilst aligning with the values and policy of the Trust, and where the Academy becomes the first choice for parents and students.
3. Lead the quality assurance of teaching, learning and assessment, identifying and implementing strategies and interventions to improve the quality of teaching which is at least good, and raises standards of learning and attainment, ensuring progression for all pupils.
4. In collaboration with appropriate parties lead and facilitate engaging curriculum innovation and practices, playing a leading role in monitoring, reviewing and evaluating the curriculum to ensure that provision expectations and standards are high. Share with SLT current knowledge of changes to the national curriculum and potential impact on the Academy.
5. Develop and implement the Academy's Raising Achievement Action Plan which will reduce in-academy variation and enable tangible progress and outcomes of disadvantaged students
6. Supported by the Assessment and Timetable leader and the Data Manager, manage the collection and analysis of data on student performance. Working with teaching staff, enhance understanding and progress and with the SLT design provision that leads to improvement in standards, reporting to the Governing Body and central Trust as appropriate.
7. Lead and manage the Academy's Continuing Professional Development Policy and procedures that will bring about tangible improvements for the benefit of the whole Academy.
8. As a line manager ensure all aspects of staff management are effectively carried out in line with Academy and Trust HR policy and procedures.

## University of Chichester Academy Trust:

The Trust's vision is "for all young people to be inspired by an excellent education that raises their aspirations and enriches their lives"; and it is our mission "to create a vibrant, inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning". With a supportive and collaborative approach it is expected our academies are actively engaged and contribute to the work of the Trust; have a shared vision and work within the requirements of the Trust whilst retaining and developing the academy's own identity.



### **Teachers' Standards (England):**

Lead the teaching programme of the Academy strategically and act as a role model for innovative and engaging teaching, building on teaching techniques that reflects latest research and best practice in child learning and development. Ensure your practices and all teachers perform at a level that is consistently good or better across the current Teachers' Standards (England).

### **Framework:**

Professional responsibilities and duties should be undertaken in line with the contractual framework for Deputy Headteachers set out in the current School Teachers' Pay and Conditions document, the Academy's Scheme of Delegation and in line with statutory obligations and regulations that apply to academies within a multi-academy trust or as directed by the University of Chichester Academy Trust.

The duties contained within this job profile should not be regarded as exclusive or exhaustive and you may undertake a range of other duties appropriate to the salary grade and in line with the context of your role. In consultation, the University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

### **Equality and Inclusion:**

The University of Chichester Academy Trust and the Academy believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Academy has a number of policies you should be familiar with and compliant to. Any breaches may lead to termination of employment.

### **Right to Work:**

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. Please advise if you require any guidance or further information on this.

### **Health and Safety:**

You are responsible for ensuring workplace responsibilities within the Section are carried out with full regard to and in support of the Academy's Health and Safety Policies.

### **Sustainability and Environment**

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contribution it can make to the resolution of regional and local environmental issues. The University of Chichester Academy Trust will support the Academy in continuously seeking to find ways to improve its environmental performance and all staff are required to support these aims.

### **Data Protection:**

You will be responsible for conducting activities in compliance with the requirements of the Data Protection Act and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

### **Safer Recruitment:**

The University of Chichester Academy Trust and School are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring



Service is available from the DBS website at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs).

## Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Knowledge and Qualifications	Essential	Desirable	Evidenced through
A good relevant undergraduate degree and qualified teacher status	✓		Application
Current knowledge of the national curriculum and research, initiatives and technologies in curriculum, assessment and student development	✓		Documentary evidence
Good understanding of assessment procedures, up to GCSE level	✓		Interview
Good understanding of the principles of equality and diversity that will support a culture that embraces diversity within the classroom and community	✓		
Current knowledge of health and safety and safeguarding legislation within the context of school compliance	✓		
Relevant accredited study and/or professional development such as leadership and management training		✓	
Skills	Essential	Desirable	Evidenced through
Evidence of leadership and team qualities that would contribute to an effective and strong leadership team, with the ability to set and achieve challenging goals in a supportive environment and identify and deliver change to a high level	✓		Application
The ability to successfully collate, extrapolate, analyse a range of complex data and present and report findings, in the appropriate form, to a diverse audience	✓		Activities undertaken during selection process, including interview
Organisational, management and administrative skills that are relevant to the effective delivery of the duties of this post to achieve the Academy's educational goals and priorities	✓		
Excellent people skills, managing issues in a sensitive, supportive but appropriate manner, to support the effective operation of the Academy	✓		
A skilful communicator with strong interpersonal and presentation skills, both verbal and written, that			

naturally adapts to a diverse audience, e.g. governors, parents and carers, staff, students and the wider community on a range of issues, providing clarity of aims, including and directing or challenging others	✓		
ICT skills that support efficient and effective whole school management and the enhancement of student learning in the classroom	✓		
Networking skills that build a professional learning community and enable good practice to be shared for the benefit of the Academy and academies within the University of Chichester Multi-Academy Trust.	✓		

Experience	Essential	Desirable	Evidenced through
An inspirational and motivational teacher to both staff and students, with evidence of positive impact on raising the quality of teaching and effective progress and attainment of all students	✓		Application Interview References
Working collaboratively as part of the SLT on areas of school management in a busy and aspirational school/academy, such as financial, budgetary, resource and people management	✓		
Demonstrable evidence of being part of a successful team that has delivered measurable improvement in teaching practice with shared thinking and in operational management	✓		
Proven track record of monitoring, evaluating and improving quality of teaching and learning, by using a number of methods including managing, tracking and interpreting student data, to moderate achievement and build effective strategies for academy self-evaluation	✓		
Evidence of collaborating and building effective relationships with parents, carers and the wider community to enrich teaching and learning for the wellbeing of students	✓		
Current and relevant senior leadership experience of working in a secondary setting which has either maintained a Good judgement across two inspections or moved from Good to Outstanding		✓	

Personal attributes	Essential	Desirable	Evidenced through
Strong working ethos with a pro-active, positive, enthusiastic and flexible approach and a high level of commitment to team work	✓		Selection Day and Interview
Well-developed educational philosophy in keeping with the values, vision, ethos and culture of Mill Chase and the Trust, recognising and valuing the richness and diversity of student needs and the academy community	✓		
The presence to inspire confidence and trust, enabling individuals and teams to develop and feel empowered and motivated to achieve high goals, promoting collaboration, shared knowledge and understanding, where success is celebrated and individuals accept responsibility for outcomes.	✓		
Commitment to excellence in teaching and learning, whilst recognising the importance of work-life balance and managing workload pressure for the well-being of self and others	✓		
Welcomes accountability to a wide range of groups, forms constructive relationships with all dealing with difficult decisions or situations in a timely manner, making reasoned judgements, conveying conclusions clearly, positively and sensitively and understands the importance and value of engaging with parents, carers and the wider community	✓		
Commitment to equality that raises aspirations for all, challenges prejudice and assumptions and promotes integration, celebrating the diversity of multi-cultural Britain and enabling the academic, spiritual, moral, social, emotional and cultural development of students.	✓		

Senior leaders have established an ethos of high expectation and aspiration which is central to the life of the school. This is bringing about ongoing and rapid improvement.

Mill Chase Academy  
Ofsted Report, 2016

# Application Procedure

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Applicants should complete an Application Form along with a Statement in Support of Application and Equality Monitoring Form which can be downloaded from the Academy's website [www.millchase.hants.sch.uk](http://www.millchase.hants.sch.uk) or the Trust's website [www.unicat.org.uk/find-job](http://www.unicat.org.uk/find-job) and submit it, so that it is received no later than 9.00am on 29 January 2018.

Mill Chase Academy  
Mill Chase Road  
Bordon  
Hampshire  
GU35 0ER

**T:** (01420) 472132

**E:** [c.tutton@millchase.hants.sch.uk](mailto:c.tutton@millchase.hants.sch.uk)

## Statement in Support of Application

In addition to completing the application form, please inform us in no more than 250 words what you have achieved that best demonstrates your alignment with the Academy and Trust's beliefs.

## Application Form Completion

When completing the application form, please refer to the Job Profile and particularly the essential criteria within the Person Specification. Indicate, giving evidence, how you believe your knowledge and qualifications, skills, experience and personal attributes, either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the Job Profile.

## Selection Procedure

The Shortlist will be drawn up on 30 January 2018 and the selection process will take place on 5-6 February 2018. Further details will be sent to those candidates called for interview.

Failure to send your application form to the above address may invalidate your application.

## Equality Monitoring

All applicants will be required to complete an Equality Monitoring Form.

## Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Team immediately on the number above.

## Safer Recruitment

University of Chichester Academy Trust and Mill Chase Academy are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

## Data Protection Act 1998

You should be aware that the information you have provided will be stored on the HR secure database and will only be used to process your application. It will not be passed to any other organisation.



**Mill Chase Academy**  
**[www.millchase.hants.sch.uk](http://www.millchase.hants.sch.uk)**

**T: (01420) 472132**

**University of Chichester Academy Trust**  
**[www.unicat.org.uk/find-job](http://www.unicat.org.uk/find-job)**

**T: (01243) 793499**  
**E: [unicathr@chi.ac.uk](mailto:unicathr@chi.ac.uk)**