



Job Application Pack

Primary Executive Headteacher

Djanogly Learning Trust. Location: Nottinghamshire/Derbyshire

Permanent Contract

Closing Date: 12 noon Monday 11th February 2019

Interview Date: Monday 25th & Tuesday 26th February 2019



Letter from the Chief Executive Officer

Dear Candidate

Thank you for showing an interesting in joining our team here at Djanogly Learning Trust. We have a simple shared mission here at Djanogly – to make a difference to the lives of our children and their families.

Children at our established primary academies are leaving well prepared for the next stage in their learning. End of key stage achievements are in line and above national averages. Our children are engaged and keen to learn, they are polite and supportive towards each other. Visitors to our academies always comment on the warm welcome and the calm atmosphere.

Our secondary academy has improved significantly over the past 4 years, with progress 8 scores well above national for the past 2 years.

Where newer academies have joined us it's because they share our commitment to our children and communities as well as our drive to be the best we can be.

As professionals we know that this doesn't happen by accident. We are committed to providing high quality support to all our staff, whatever their role. Our continuous professional development strategy is called 'Journey to Excellence' and through this we ensure that everyone has opportunities that are unique to them.

A recent Ofsted at one of our primary schools states:

"The journey to excellence ethos permeates all aspects of the school...Staff are extremely positive about this approach and said that it helped them to improve"

This is a tremendous opportunity to make a difference and to be part of a dynamic and innovative staff team. We look forward to receiving your application.

Best regards

A handwritten signature in blue ink that reads "Liz Anderson".

Liz Anderson
CEO
Djanogly Learning Trust.

Application Details

We are looking to recruit a visionary Primary Executive Headteacher to join us on our journey to excellence, building on our Trust's current success and inspiring both children and staff to work to their greatest potential.

At Djanogly Learning Trust (DLT) we believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and



attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

DLT is a growing multi academy trust currently comprising of five primary academies and one secondary, with other primary academies looking to join us

in 2019. Our academies sit in Nottingham and Derbyshire local authorities, geographically along the M1 corridor from J25 to J26. All our academies with an Ofsted designation are judged 'Good', our three more recent sponsored academies have not yet been inspected.

We are looking for someone who:

- Puts children at the heart of everything they do
- Has been an inspiring headteacher with a proven track record in leading school improvement
- Can successfully lead change, preferably with experience of leadership across more than one school
- Is able to prioritise and delegate effectively
- Has experience in managing the performance of staff and cultivating highly-motivated teams, who recognises and rewards excellent practice
- Is an excellent communicator, who is personable, caring and passionate with high expectations of themselves and others
- Is committed to their own continued professional development and providing skilled mentoring and coaching to other potential future leaders.

How to Apply: Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Liz Anderson, which clearly demonstrates your suitability for this role. Applications can be submitted via email to h.pickering@djanogly.org with Executive Headteacher Application in the subject line, or by post, for the attention of Holly Pickering, to the following address:

c/o Holly Pickering
Djanogly Learning Trust
Sherwood Rise
Nottingham
NG7 7AR

Application forms: These can be downloaded from either the eteach website www.eteach.com or from the Times Education Supplement www.tes.com. A link to these sites can also be found at www.djanogly.org/vacancies.

Wherever possible, please provide email addresses for your referees.

Closing Date: Please ensure your application form arrives by 12.00pm on the closing date of **Monday 11th February 2019**.

Application process: Should your application be successful to interview you will be invited to complete a psychometric assessment. This will be emailed to you on Thursday 14th February 2019 and must be completed by 8.00am on Wednesday 20th February 2019.

Interview: For the role will be held on **Monday 25th & Tuesday 26th February 2019**.

In return we offer you:

- A culture of trust, where all contributions are recognised and respected
- A senior leadership team with a strong ethos of mutual support and challenge
- An embedded whole trust commitment to professional development
- Academy teams who share our ambition for excellence
- Well established and embedded business support and processes
- A skilled and experienced central service team who proactively support our academies, enabling educationalists to focus on our core purpose – teaching and learning
- A real commitment to work-life balance – we remember we are human beings first and educators second!



Safeguarding and Child Protection

Djanogly Learning Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. All new staff with the Trust will be subject to an enhanced DBS check and all other safeguarding requirements in accordance with DfE legislation.

Senior leaders are all accredited Designated Safeguarding Leads who staff should refer any safeguarding concerns to straight away. All members of staff will receive training in line with our safeguarding and child protection policy.

Equal Opportunities

Djanogly Learning Trust welcomes enquiries from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect is central to our recruitment process.

The Primary Executive Headteacher will offer direction, guidance and support to the Academy Heads of School and their senior leadership and management teams and carry overall responsibility for the work and decisions of the Academy Heads of School.

In order to provide consistency across the Djanogly Learning Trust, the Primary Executive Headteacher will have oversight of the leadership of:

- Teaching and Learning
- Curriculum
- Staff and their deployment
- The ethos of the individual academies (including behaviour)
- Administration (including the use of data analysis)
- Finance, Facilities and Resources
- Relationships with parents and the wider community
- Partnerships with professional bodies and local authorities.

1. Strategic Direction and Development of the Trust and its academies

The Executive Headteacher will work with the Trustees, Governors and senior leaders to develop a vision and strategic view for the Trust and its academies that will inspire and motivate pupils, staff, parents and wider members of the community. They will work with all partners to promote an inclusive and ambitious culture in line with our Employer of Choice principles.

It is the responsibility of the Executive Headteacher to ensure that Academy Heads of School work to achieve the strategic objectives set and to ensure that the vision and culture for each academy, and the Trust as a whole, is clearly articulated, shared, understood and implemented effectively by all.

Main Duties:

- a) Work within the Trust community to translate the vision in to agreed objectives and improvement plans which target needs and improve outcomes across all academies and central services
- b) Work with the Trustees, Local Governing Body and Academy Heads of School to monitor and evaluate the performance of each primary academy they have oversight of and the Trust as a whole
- c) Demonstrate vision, values and aspiration in everyday work and practice
- d) Motivate and work with others to create a positive climate in line with our Employer of Choice principles
- e) Ensure that strategic planning and the Trust culture and academy curriculum takes account of the diversity, values and experience of each academy and community at large
- f) Work with the Trustees, CEO and senior leaders in the Trust to contribute to the formulation of policies and whole Trust strategies and improvement plans
- g) Lead the strategic plans for all primary academies in the Trust, in partnership with the CEO, Trustees, Local Governing Bodies and Academy Heads of School
- h) Work with the CEO and senior executive team (SET) to ensure that central services provides proactive support and value for money.

2. Teaching and Learning

The Executive Headteacher has a central responsibility for raising the quality of teaching and learning across the primary phases. This involves high expectations, maintaining and evaluating outcomes and establishing a successful learning culture with all impact on pupil's achievement.

It is the responsibility of the Executive Headteacher to ensure that the Academy Heads of School are focussed on improving teaching and learning to ensure that most teaching is judged good or better and that progress for all children is good with much that is outstanding.

Main Duties:

- a) Ensure that learning is at the centre of strategic planning and resource management in the Trust as a whole and across individual academies
- b) Guide and support Academy Heads of School to establish creative, responsive and effective approaches to teaching and learning

- c) Ensure a culture and ethos of high aspiration, challenge and support where all pupils can achieve success and engage with their own learning
- d) Demonstrate and articulate high expectations for pupils and staff and the wider community of the Trust
- e) Guide and direct Academy Heads of School to implement strategies which secure high standards of behaviour and attendance
- f) Guide and direct Academy Heads of School to provide a broad, balanced and relevant curriculum that inspires, motivates and includes all pupils
- g) Monitor, evaluate and review classroom practice in order to identify areas for development, prioritise actions and secure continuous improvement
- h) Challenge under-performance at all levels and ensure that action is taken decisively to secure improvement
- i) Actively promote the wellbeing and healthy development of all children.

3. Leading and Managing Staff

Effective communication and relationships are key to effective leadership. The Executive Headteacher will lead and support senior staff to build a professional learning community, providing opportunities for everyone to achieve their full potential.

It is the responsibility of the Executive Headteacher to demonstrate good and outstanding leadership and to support leadership and management at all levels to ensure that actions impact positively leading to good or better pupil outcomes.

Main Duties:

- a) Guide and support the Academy Heads of School and Local Governing Body to determine an effective staffing structure for each academy
- b) To guide and support the Academy Heads of School in the deployment and management of all teaching and support staff appointed to the academy
- c) Lead the team of Academy Heads of School within the Trust and support them in their leadership of teams within each individual academy
- d) Work with the Academy Heads of School and Local Governing Body to recruit high quality staff
- e) Work with Trustees and the CEO to appoint Academy Heads of School
- f) Support Local Governing Bodies in the appraisal of the performance of Academy Heads of School
- g) Ensure that all senior staff have appropriate induction support
- h) Lead and support the strategic implementation of continued professional development for senior staff
- i) Recognise high performance and actively encourage talent development
- j) Challenge under performance at all levels, with particular focus on senior leaders
- k) Promote and develop good leadership and management practice, positive staff participation, effective communication and clear procedures
- l) Work with the Head of HR to ensure all HR processes are embedded in to the culture of the individual academies
- m) Treat everyone fairly, equitably and with respect in order to promote and embed a positive whole Trust culture
- n) Regularly review own practice and achievements, setting personal targets and take responsibility for own personal development. Take account of feedback from others
- o) Manage own workload and that of others to allow an appropriate work/life balance
- p) Support Academy Heads of School in their role to safeguard and promote the welfare of children.

4. Leading and Managing Resources

The Executive Headteacher will provide strategic direction for the efficient and effective management of resources in order to secure best value and positive outcomes.

It is the responsibility of the Executive Headteacher to guide and support the Academy Heads of School to provide efficient and effective management of resources in order to secure best value and positive outcomes. The Executive Headteacher should ensure that funds are allocated and managed effectively to ensure that each academy makes best use of funding and does not go into deficit.

Main Duties:

- a) Provide a strategic lead to the Academy Heads of School, Head of Finance and Local Governing Body to determine and set an annual budget that makes best use of income and clearly links to academy priorities
- b) Support the Academy Heads of School, Head of Finance and Local Governing Body to monitor income and expenditure over the financial year
- c) Support the Local Governing Body to monitor and evaluate the allocation and impact of Pupil Premium and Sports Premium funding
- d) Provide a strategic lead to the Academy Heads of School to manage and organise the academy environment and facilities efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- e) Ensure that the range, quality and use of all available resources are monitored, evaluated and reviewed to improve the quality of education for all pupils and provide best value for money
- f) Provide a strategic lead in the use and integration of a range of technologies.

5. Accountability

The Executive Headteacher accounts for the effectiveness of their allocated primary academies to the CEO and Trustees of Djanogly Learning Trust.

Main Duties:

- a) In relation to the Members:
 - To report to the Members as required.
- b) In relation to the Trustees:
 - To report to the Trustees as required;
 - To advise and assist in the exercising of its functions;
 - To attend meetings as required.
- c) In relation to Local Governing Bodies:
 - To advise and assist in the exercising of its functions;
 - To attend governor meetings;
 - To support them in appraising the performance of the Academy Heads of School.
- d) In relation to the pupils, their families and the wider community:
 - To ensure that the needs of the pupils are at the heart of all decision making;
 - To develop and maintain positive relationships which support learning;
 - To promote a positive image of the Trust.
- e) In relation to employees:
 - To ensure that all employees are managed in line with the Employer of Choice principles;
 - To inspire and recognise talent across the Trust.
- f) In relation to the Local Authority and partner agencies:
 - To share information as appropriate;
 - To develop and maintain positive relationships which support learning;
 - To ensure that each academy administers statutory testing and reports data as required;
 - To contribute to the development of the education system by, for example, sharing good practice, working in partnership with other establishments and promoting innovative initiatives;
 - To co-operate and work with relevant agencies to protect children and promote their wellbeing;
 - To liaise with partner agencies and professional bodies in the best interests of the pupils and in the meeting of statutory obligations.

6. Generic Requirements

- a) It is a requirement of all posts within the Trust that Health and Safety requirements are upheld in the performance of duties
- b) All employees of the Trust are required to uphold the Equality Policy and the Trust's Behaviour Policy (incorporating the Code of Conduct)
- c) All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties within the level of responsibility and grading of the post as directed by the Trustees of the Trust.

Executive Headteacher Person Specification

In order to be considered for interview all essential criteria must be met.

REQUIREMENT	Essential	Desirable
Qualifications		
Degree Qualification	*	
Qualified Teacher Status	*	
Masters Degree		*
National Professional Qualification for Headship	*	
National or Local Leader of Education		*
Ofsted Inspection training		*
Experience		
At least 3 years' experience of primary headship of successful academy/school (Judged good or better by Ofsted)	*	
Experience of managing the performance of individuals	*	
Experience of monitoring and evaluating impact of actions	*	
Experience of working with other academies/schools to improve quality of provision and raise standards	*	
Experience of developing and mentoring staff		*
Experience of leading an academy/school through the inspection process	*	
Knowledge and understanding		
Knowledge and understanding of how pupils learn	*	
Comprehensive knowledge of the National Curriculum	*	
Knowledge and understanding of devising and implementing whole school policies	*	
Knowledge and understanding of using data to identify strengths and areas for development	*	
Knowledge and understanding of government initiatives and policy direction	*	
Knowledge and understanding of employment legislation and practice		*
Skills and abilities		
Able to lead improvement and change in order to improve outcomes across more than one academy	*	
Excellent personal organisation in planning and delivering change	*	
Able to plan and prioritise own workload and that of others	*	
Good oral and written communication skills	*	
Able to develop positive, trusting, supportive and appropriate relationships with pupils, parents and stakeholders	*	
Able to lead strategic development of wider Trust		*
Able to inspire, motivate and develop all stakeholders to promote achievement	*	
Able to lead teams across more than one academy	*	
Able to provide strategic lead on use of premises and resources		*
Able to set and monitor strategic budgets		*
Able to identify, discuss and report safeguarding issues including child protection with the relevant representatives	*	
Ability to use ICT programmes for teaching and learning and for data management and record keeping		*
Qualities		
A positive and flexible approach, open to challenges	*	
Passionate about children's education	*	
Driven and determined	*	
Strategic thinker with ambition		*
Creative and pragmatic problem solver	*	
A demonstrable commitment to our values	*	
Empathy for pupils from a wide variety of social, religious and cultural backgrounds	*	
Sensitivity, flexibility and a sense of humour	*	
Equal Opportunities		
Commitment to equal opportunities and diversity in the performance of duties	*	
CPD		
Evidence of commitment to own professional development	*	



Overview of the Trust

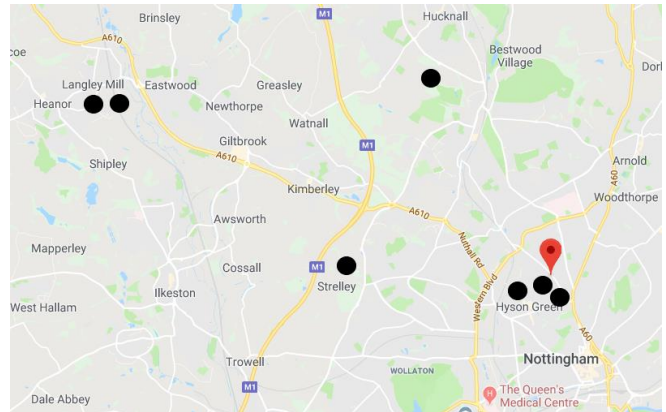
Djanogly Learning Trust is a dynamic Multi Academy Trust based in the East Midlands. Our Trust group is committed to providing high quality education for all our children, regardless of their backgrounds. Our track record demonstrates our ability to deliver on our core goal; achievement for every child. Our portfolio of schools covers a range of contexts.

Our primary academies are:

Djanogly Northgate, New Basford, Nottingham
Djanogly Sherwood Academy, Sherwood, Nottingham
Djanogly Strelley Academy, Strelley, Nottingham
Springfield Academy, Bulwell Nottingham
Langley Mill Academy, Langley Mill, Derbyshire
*Laceyfields Academy, Langley Mill, Derbyshire
(*currently Heanor Langley Infants, will be joining us on 01/01/19)

Our secondary academy is:

Djanogly City Academy, Forest Fields, Nottingham.



Our values are central to the positive ethos that we develop throughout our family of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference for our children.

Our Vision and Ethos

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

Innovation

We believe it's vital to look for new and creative approaches in order to maintain our ongoing commitment to improving our teaching and learning provision. We strive tirelessly to achieve the best, are not afraid to take risks and are never complacent. All of our staff are actively encouraged to look for improved ways of working and to promote an atmosphere of trust.

Achievement

Learning is at the very heart of everything we do. We believe that academic success provides the foundation that allows all children the opportunities to make the most of their lives and the opportunities available to them. Exciting, engaging and inspiring lessons lie at the centre of our curriculum and we constantly strive to provide every child with the very best educational experiences. Should a child require additional support a range of services are available to ensure every child's success, whatever their individual educational needs.

Resilience

We believe it's crucial for both children and adults to develop a strong sense of self in order to succeed in challenging times. Our mission is to ensure that our children and staff have the independence to work things out for themselves, the confidence to ask for help when they need it and the courage to never give up.

Excellence

We believe that everyone deserves to experience excellence. Our organisation is ambitious and we endeavour to support all our children and staff to reach their full potential. We commit to delivering high quality professional support at all levels as part of our journey to excellence. By providing this excellence in teaching and learning, we ensure that all our children have the necessary knowledge and skills to succeed.

Djanogly Learning Trust Making A Difference through: innovation | resilience | excellence

Non-negotiables

- Outcomes in line or above national in all areas
- No group under performing
- Attendance broadly in line or above national

Business

- Deliver a pro-active solution focussed service; exceeding customer expectations
- Develop innovative support systems and processes
- Provide 'horizon scanning' in order that individual academies and the Trust are well prepared for change
- Train, develop and support academy business staff, empowering them to take more responsibility so that educational staff can focus on teaching and learning
- Establish successful collaborative partnerships with other MATs to create financial & operational synergies

Environment

- The positive culture of the academy is evident in all learning spaces, both inside and out
- Adults make the best use of their surroundings to promote learning across the curriculum
- The children are inspired and enabled by their learning environment

Teaching and Learning

- A teaching and learning culture of challenge that's richly embedded
- Adults who inspire all children to love learning
- Children who are motivated and empowered to take their learning forwards
- Teaching and learning experiences that are creative, imaginative and build lifelong skills



Innovation | resilience | excellence

Djanogly Excellence

Leadership

- Leaders provide a strong and inspiring environment which allows everyone, children and adults alike, to take risks in order to improve
- Leaders shape future practice through rigorous evaluation of impact
- Leaders have developed areas of highly skilled expertise in their academy in order to meet the needs of the community

Culture

- A shared moral imperative to improve the life chances of the children in our communities
- There is a constant drive to improve and succeed
- Everyone is committed to shared responsibility across the trust
Parents are actively involved in the learning ethos of the school

CPD

- The desire and drive to improve professional practice permeates all aspects of the school
- The academy is outward facing, seeking out successful national and international initiatives

Governance

- Trustees who use their skills effectively to hold executive leaders to account and are committed to building a strong and resilient organisation
- Governors who work seamlessly with academy leaders to promote clarity of vision, ethos and strategic direction
- Governors who hold leaders to account effectively because they have a clear understanding of strengths, weaknesses and ambitions of the academy
- A shared commitment to continual improvement through self review and development planning

TRUST BENEFITS FOR YOU

We are pleased to highlight below some of the benefits of working for the Trust. We plan to add more in the next few months and would welcome your suggestions of additional benefits that you would enjoy. If you have any queries please speak to your local HR advisor or manager.

CAREER DEVELOPMENT

The Trust employs about 300 staff and has regular opportunities for progression with your own academy and across the other academies. We advertise all of our job vacancies on the Trust website and send out regular email reminders to inform you of opportunities.

TRAINING AND DEVELOPMENT

All employees are supported and encouraged to undertake their own professional development as well as participate in the CPD programmes that are offered throughout the academies. CPD opportunities include shadowing leaders, observing other practitioners, coaching and mentoring opportunities as well as courses, conferences and staff meetings.



PREPARATION, PLANNING AND ASSESSMENT OPPORTUNITIES

Primary class teachers have a full day (20%) each week when they are not class based. This full day (or equivalent 2 half days) is to support their preparation and planning as well as allow time to assess and support individual children or small groups to close gaps and ensure that all children make good progress.

ANNUAL PROGRESSION THROUGH SALARY SCALES

We reward and recognise good performance by progression through a salary scale for your job role. If you perform at an outstanding level you can progress by 2 points annually.



FINAL SALARY PENSION SCHEME

Teacher's Pension Scheme (TPS) and the Local Government Pension Scheme (LGPS) are offered automatically to Teachers and support staff depending on your contract terms. We encourage everyone to join the pension scheme as it is a very valuable part of your package of working in a school.

DEATH IN SERVICE (life assurance) BENEFIT

If you are a member of the pension schemes (either TPS or LGPS) then you benefit from death in service life assurance for 3 times your salary as long as you are an employee and working in the school.

SUPPORTIVE SICK PAY SCHEME

Obviously, we hope you don't need to use it, but in times of absence, you can be reassured that we do have a generous sick pay scheme that should support you when you need it. After 5 years' service all employees are entitled to 6 months' full pay and 6 months' half pay.

LONG SERVICE AWARD

We value our long serving employees and recognise this length of service at 20 and 25 years with vouchers for long service. These are presented annually to staff who have service with the Trust or in the case of TUPE situations with the individual academy.



GENEROUS MATERNITY AND PATERNITY LEAVE

In the times of new family members joining you, we offer enhanced maternity and paternity benefits to enable you to spend some time at home on full pay. We pay more than the statutory amounts for both maternity 6 weeks at 10% extra and 12 weeks at 50% extra. For paternity, we offer 2 weeks full pay. The individual rules are complicated so please see the policy for eligibility criteria.

FREE CAR PARKING

Nottingham City Council introduced a Workplace Parking Levy (WPL) which means that every organisation has to pay a fee to the council for allowing employees to park at their place of work. The Trust took the decision to pay the WPL on behalf of the employees as we did not wish to charge staff to park at work. This is a benefit to staff who drive to work as it saves about £300 per year in parking fees.



BUS PASS PAYMENT PLAN

To help with your travel to work, we offer the NCT Travel Bus Pass which is a loan to buy your annual pass. We then deduct the cost of the loan from your monthly salary. It's a saving of £34 per month.

<https://www.nctx.co.uk/fares-tickets/discounted-travel/staff-travel-scheme/>

TRAM 2 WORK SCHEME

To help with your travel to work, we offer the Tram2Work scheme which is a loan to buy your annual pass. We then deduct the cost of the loan from your monthly salary. You can save nearly £200 per year by using this facility. For more information please use the following website.

<http://www.thetram.net/tram2work-scheme.aspx>



FREE ANNUAL FLU JABS

The Trust provides annual flu vaccination to any employee who would like one. This is on a voluntary basis and is offered in September/October each year via email at the respective academy.



FREE TEA AND COFFEE IN THE STAFF ROOMS

Staying refreshed and hydrated is important for staff wellbeing. We provide free tea and coffee facilities in all the staff rooms to make sure you are able to grab a drink and also to socialise with colleagues.

LOW COST FOOD AT LUNCHTIME

Our fabulous catering teams offer high quality, nutritious and low cost food at lunchtimes. It's a great value and convenient way to have some healthy options.

GYM MEMBERSHIP AT THE DJANOGLY LEISURE CENTRE

DLT staff can benefit from a subsidised membership at the leisure centre behind the academy on Gregory Boulevard. This arrangement is historical from when the school was built and is available to any staff with a Djanogly id card.

FUTURE NEWS ...

For the future, we are looking at the feasibility of offering the following benefits:

- Discounted shopping vouchers
- Cash back healthcare
- Employee Assistance Package

If you have any alterations or possible additional benefits, please feel free to contact HR and we will investigate your suggestions.