



John Taylor MAT

Recruitment Pack 2023



Welcome to John Taylor MAT

Dear Applicant,

Thank you for your interest in a position within John Taylor Multi-Academy Trust. I hope that this recruitment pack is valuable in assisting with your application and in developing an understanding of what it means to work within John Taylor MAT.

The Trust was founded in 2014, in John Taylor High School – an outstanding secondary school in Barton-Under-Needwood, and the first in Staffordshire to convert to become an Academy.

We have grown steadily over time and currently serve 12 infant/primary schools, and 6 secondary schools. The Staffordshire Research School and John Taylor Teaching School Hub are also key parts of our Trust.

We are proud to have a strong Free School programme; we opened John Taylor Free School in September 2018 and Fradley Park Primary & Nursery School in September 2022. Branston Locks Primary & Nursery School will become our 3rd Free

School in September 2024 and we have secured DfE approval to develop Staffordshire's first all-through primary and secondary school on the site of the former Rugeley Power Station, scheduled for September 2025.

We have a passion for excellence demonstrated by a broad curriculum and high-quality leadership. We work hard to create collaboration across the Trust, and the Central Team reside in one of our schools, to remain grounded in school life.

We have a strong track record of governance and health and safety, and our schools and Trust enjoy a healthy and stable financial position; we look to the future with anticipation of further growth and to support those schools already in our family by working together and adding value.

There is much more information about us on our website: www.jtmat.co.uk. Should you share our vision and wish to apply for this position, I wish you every success.

With best wishes,



Mike Donoghue, CEO.





Our Vision & Mission

"We believe in the power of education to improve lives - and the world."

We are driven to ensure our communities can realise their true potential through learning. This is our mission. We provide experiences, resources, structures, and systems to enable all to engage, all to progress, all to achieve.

Schools within the Trust are staffed with colleagues - teaching and support - who share this belief, and are supported by governors and trustees who underpin it.

The outcomes of our children are testament to it also. By the term "outcomes", we know that this transcends raw data measures (although it does include them) to reflect the true concept of education as "what survives after what has learned has been forgotten."

Our schools therefore value educational trips and visits, performances and events and the interaction of children and adults beyond the formality of the timetable. We believe that this sets us apart.





What Makes Us Successful

In all that we do, both individually and collectively, we endeavour to focus on six main attributes that will enable us to be successful. We want all of the children and young people in our schools to exhibit these qualities also. They are as follows:



Learning is at the heart of all we do

Keeping "the main thing the main thing," prioritising our people, time, energy and funding to the improvement of the educational experience.



A passion for excellence

Only comparing ourselves with the best. When finding it, seeking to match and then surpass it.



Courage to innovate

Leading change - in teaching and learning, curriculum development, organisational structures.



Collegiality

Listening to others, sharing with others, learning from others.



Restlessness & curiosity

Looking for opportunity to be involved and to learn from new experiences.



Tenacity & Resilience

Holding to our mission in turbulent times and remaining resolute in all we set out to do.



Why work for John Taylor MAT?

By working closely together, in partnership with each other, schools within a robust MAT can develop best teaching practices, share curriculum expertise and deliver the best outcomes for pupils and students. John Taylor MAT is proud to fit the Government's criteria of a "strong MAT" with 6 secondary schools and 12 primary/infant Schools.

The Central Team aims to do the "heavy lifting" for our schools, focusing on business and compliance elements, with experts in Attendance, SEND, School Improvement (primary and secondary specialists), Governance, Compliance, Clerks, Finance, IT, Marketing and Communications, HR and Estates. It is important that our Central Team are connected to our community, which is why we will always seek to be within one of our schools.

We have four key areas of focus in order to drive success:

1. Making sure we know each school – the strengths it can bring and any areas in which it will need support.
2. Having consistency of core systems across schools – establishing coherent and clear foundations upon which to build innovation and consequent success.
3. Developing and empowering our leaders – to drive forward plans, people and progress.
4. Maintaining a focus on teaching and learning – through engendering growth mindsets in all teachers and learners and providing opportunities to support that growth.



John Taylor Teaching School Hub

Proudly serving the districts of North Warwickshire, East Staffordshire, Cannock, Lichfield, Tamworth, Nuneaton and Bedworth, the John Taylor Teaching School Hub is based at John Taylor High School, Barton-Under-Needwood. The team have created a reputation for delivering the DfE's "Golden Thread" of outstanding professional development and support for teachers and leaders, through the offer of:

- Initial Teacher Training (ITT) via the John Taylor SCITT
- Early Career Framework fully funded Full Induction Programme with the Education Development Trust
- A complete suite of National Professional Qualifications (NPQs)
- Appropriate Body Services
- Additional Continuous Professional Development (CPD) to meet local needs, including an offer from the Staffordshire Research School.

John Taylor SCITT

John Taylor has been a SCITT (School Centred Initial Teacher Training) since 2015, and has gradually expanded the offer of Initial Teacher Training to include a variety of routes; Primary and Secondary, salaried and unsalaried routes and, from 2021, a part time route. The SCITT works in partnership with 18 secondary schools, 47 primary schools, as well as a number of special schools.

Staffordshire Research School

Staffordshire Research School at John Taylor has been a member of the Research School Network since 2019 and is one of 33 Research Schools across the country, and one of only 4 in the West Midlands. Their aim is to help leaders and teachers make evidence-informed decisions to improve teaching, learning and outcomes for all children, with a particular focus on those from disadvantaged backgrounds.



The John Taylor SCITT





**Branston
Locks**
Primary and Nursery School



Headteacher Designate Role

It's not every day a career opportunity arises that provides a clean slate for you to make your mark, with the full support, guidance and encouragement of a well-established and high performing Trust. The opening of our newest two form entry primary school and nursery at Branston Locks is not far away. Now is the time for us to appoint an outstanding professional and motivated leader, to secure the foundations for excellence and realise the potential of the school, its team, and pupils.

Working with the Trust to develop the vision and values for the school, you will be someone who brings their own ideas and has the ability to engage with others to embed that vision, bringing it to life. Developing a broad and balanced curriculum based on the national curriculum and EYFS, will enable you to demonstrate the currency of your knowledge and teaching pedagogy.

As an exemplary teacher and inspiring leader, you will have a commitment to high standards and expectations of yourself and others. Recruiting and building the Branston Locks team, you will develop others to fulfil their potential, enabling them to deliver strong educational outcomes.

The role of Headteacher will be hugely important within the community, and your open and engaging leadership will demonstrate understanding of the contribution the locality will make to the success of the school. Showing dedication and compassion, you will provide a nurturing and stimulating environment for our youngest learners, ensuring they have the best possible start in their school life.





**Branston
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Primary and Nursery School



Support for the Headteacher

Offering exceptional support and guidance isn't just for the pupils. John Taylor MAT will provide the new Headteacher with a package of professional support and mentorship, working alongside other Headteachers and senior leaders within the Trust.

Through the prestigious John Taylor Teaching School Hub, you will have access to Specialist and Leadership National Professional Qualifications, equipping you with the expertise to lead sustainable improvement across our new school.

The Trust has embedded a coaching culture across the organisation. You will have the opportunity to access coaching support from a trained coach, so you have that dedicated space and time for professional reflection and challenge for your own self-development.

Collegiality is one of the Trust's key drivers, and this focus contributes to our success. Headteachers from across the Trust regularly come together as both a primary group and as a full executive group to share with, and learn from, each other. As a new Headteacher in a new school, forging peer relationships and partnerships will be essential to your success.

You will benefit from being part of a Trust with a well-established Central Team to provide specialist advice in areas such as SEND, attendance, governance, finance, HR, estates and marketing. A school improvement partner will also be assigned to support you lead the school from strength to strength. Regular 'Team Around the School' meetings also take place to take a 360-degree view on all educational matters.





**Branston
Locks**

Primary and Nursery School



Headteacher Designate Vacancy

Salary L11 – L17 (£56,796 - £65,999 per annum)

Permanent Full-time starting Summer Term 2024

School due to open September 2024

It is with huge excitement and great pride that we start the search for a Headteacher Designate to lead the latest member of the John Taylor MAT family of schools; Branston Locks Primary & Nursery School, located outside Burton-Upon-Trent.

A brand new school that will incorporate many of the features of John Taylor MAT that have become a hallmark of its success: challenging the most able, outstanding quality of teaching, a taught curriculum of 'gold standard' content and skills, and an enrichment offer and pastoral system we believe is second to none.

This is a unique opportunity to lead and grow the school from pre-opening to an 'outstanding' provider, demonstrating your enthusiasm, vision and leadership qualities. You will be encouraged by a strong local governing body and an ambitious, forward-thinking MAT Board with a determination for excellence as you develop the vision for the school.

We're looking for an experienced and inspiring leader with:

- **Clarity of purpose and vision**
- **Ability to set an inclusive and stimulating curriculum that enables pupils to become independent learners**
- **Motivation and drive to set and uphold high standards**
- **Robust understanding of the principles and practices of primary education**
- **Exemplary teaching knowledge and skills**
- **Financial and budget management skills**
- **Up to date knowledge of safeguarding requirements**

If you are ready for such a challenge, we need to hear from you!
See page 15 for the application and selection process.



**Branston
Locks**

Primary and Nursery School



Headteacher Designate Job Description

Salary L11 – L17 (£56,796 - £65,999 per annum)

Reporting Relationships

Responsible to: Chief Executive Officer

Key Relationships: School Staff Team/JTMAT Headteachers/JTMAT Primary School Improvement Partner/JTMAT Central Team/Local Governing Body/Trust Board

Liaising with: Parents/External Agencies/Service Providers

This job description may be amended at any appropriate time, following consultation between the CEO and Headteacher. It will be reviewed annually, and performance management objectives will be agreed. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

Core Purpose

The Headteacher will support the CEO, the Local Governing Body and the Trust Board, in providing professional leadership and growing the school, which in turn, secures success and improvement, ensuring high quality education, improved standards of learning and achievement for all pupils.

- To lead school improvement through the championing of outstanding teaching, learning, and assessment.
- To contribute to and provide leadership and management of the senior leadership team, staff and pupils.
- To ensure a high quality school experience for all pupils, securing desired outcomes.
- To implement as positively and fully as possible the vision and key objectives of John Taylor Multi-Academy Trust.

General duties and responsibilities

To carry out the duties of a Headteacher as set out in the School Teachers Pay and Conditions Document.

Strategic direction and development of the school

The Headteacher, working with the CEO, governors, and senior leadership team, will contribute to the development of a strategic view for the school in the community, and analyse and plan for its future needs and further development. This will be undertaken within the context of, and supporting, the MAT's Strategic Plan.

Working with the senior leadership team, the Headteacher will lead on:

- Establishing a shared vision for the school
- The development and implementation of a strategic plan
- Supporting the academy ethos promoting effective teaching and learning, leading to sustained improvement in the development of all students

The Headteacher will be an ambassador for the school and the Trust in the wider community, ensuring that the school is the preferred choice for local parents. They will skilfully and continually enhance the school's reputation both directly (through marketing and promotion) and indirectly (through school improvement).

Other strategic development responsibilities include:

1. To continue to develop, promote and ensure implementation of the school improvement plan across the school.
2. Produce short, medium and long term plans to develop the academy in relation to:
 - The aims of the school and its policies and practices
 - Targets for realistic but challenging improvements
 - Deployment of staff and policies
 - The leadership and management of the senior and middle leadership team.
 - Quality Assurance
3. Monitor the progress made towards achieving the targets and plans set and use this information to plan future developments.

Teaching and Learning

The Headteacher as the lead member of the senior leadership team, together with the CEO, Primary School Improvement Partner and local governing body will seek to secure and sustain effective teaching and learning, monitor and evaluate the quality of education and standards of students' achievements, and use benchmarks and set targets for improvement.

- Plan and monitor the teaching and learning across the school.
- Ensure that teachers are clear about teaching objectives, understand the sequence of teaching and learning within each curriculum area and communicate this to pupils students.
- Support and provide guidance for colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of students.
- To help to establish and implement clear policies and practices for assessing, recording and reporting on student achievements in line with academy policy.
- Evaluate the teaching within all curriculum areas in the school; use this analysis to identify effective practice and areas for improvement.
- Take appropriate action to improve further the quality of teaching within any curriculum area when required.

Efficient and effective deployment of staff resources

The Headteacher as the lead member of the senior leadership team will deploy staff and resources efficiently and effectively in line with the Trust's vision and strategic plan.

Leading and managing staff

- Lead (as required, under the direction of the CEO) the whole staff.
- Lead the senior and middle leader group.
- Further developing the positive and professional culture within the school.
- Support and challenge colleagues throughout the school, recognising their achievements and holding them to account where necessary.

Recruitment

The Headteacher will work with the CEO, governors and senior colleagues to recruit staff of the highest quality, deploying and developing staff effectively to improve the quality of education.

Manage resources

The Headteacher will contribute to the budget setting process as a member of the leadership team and Governors' Managing and Organising Committee.

This will be done by:

- Setting appropriate priorities for expenditure.
- Allocation of funds.
- Effective administration and financial control.
- Monitoring and review of resources in order to improve the quality of education and students' achievement.
- Ensuring value for money.

Accountability

The Headteacher as a lead member of the senior leadership team will account for the efficiency and effectiveness of the school to the CEO, governors and trustees, students, parents, staff and other members of the local and wider community. This will include effective communication, advice to governors and the Trust Board, and accountability for school performance.

Specific responsibility as the lead member of the senior leadership team

- Lead member of the academy leadership team.
- Governor support/link.
- Personnel issues.
- Senior and Middle Leader management.
- Analysis and presentation of assessment data and pupil progress measures.

Other professional requirements

- To play a full part in the life of the academy, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To contribute positively and collegially to the MAT's Executive Group, Headteacher group and other networks as appropriate.
- To undertake any reasonable request of the CEO and accept any reasonably delegated additional responsibility from the CEO.



Headteacher Person Specification

Essential Criteria	Measured By
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • Qualified Teacher Status • NPQH or willingness to undertake • Leadership Training e.g. NSCL • Safeguarding training at relevant senior level • Evidence of continuing and current professional development including preparation for a senior management role 	<p>AF/I</p>
<p>Experience</p> <ul style="list-style-type: none"> • At least 3 years' experience in leadership role in primary context • Experience of leading and managing whole school change and/or initiatives successfully • Experience of leading and delivering whole school training • Experience of promoting pupils spiritual, moral, social and cultural development and their good behaviour • Experience of the strategies for improving the quality of teaching and learning including promoting excellence and challenging poor performance • Experience of monitoring and evaluating the effectiveness of teaching and learning including its outcomes in terms of standards, achievement, personal development and wellbeing • Experience of strategies for curriculum enrichment that have shown successful impact for all key stages • Experience of the impact of equality of opportunity, British values and inclusion policies on pupils and staff • Experience of developing new educational provision from concept to delivery 	<p>AF/I</p>
<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge and understanding of current practice and effective strategies leading to success across EYFS, KS1 and KS2 • In-depth knowledge of the school organisation within an academy context • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Knowledge and understanding of academy funding and budget setting • Knowledge of the principles and practice of Quality Assurance systems including school review, self-evaluation and appraisal • Knowledge of the school's local area, its communities and the issues within those communities 	<p>AF/I</p>



**Branston
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Primary and Nursery School



Headteacher Person Specification

<p>Skills</p> <ul style="list-style-type: none">• Ability to provide leadership, guidance and direction in a whole school context• Ability to demonstrate an awareness and understanding of the 'bigger picture' and the work at headship/senior leader level• Ability to share knowledge and demonstrate outstanding practice in relation to pedagogy across the whole school• Ability to accurately assess the quality of teaching and learning• Ability to analyse and use school performance data to set targets and raise standards• Able to establish and sustain effective organisational structures, systems, policy and practice, including safeguarding• Ability to build and sustain a team ethos and culture that reflects the values of the organisation and supports high performance• Ability to work constructively as part of a team and lead others towards achievement of shared objectives• Ability to organise, lead and motivate staff and providing appropriate professional challenge where necessary• Able to build and sustain effective relationships with all stakeholders that will enhance the education of all pupils• Able to work in partnership and accept appropriate support from all stakeholders including the local community• Ability to make decisions based on assessment of risk and sound rationale• Good organising, planning and prioritising skills with a good attention to detail• Excellent financial skills and ability to manage budgets to meet the strategic aims of the school	<p>AF/I</p>
<p>Personal Attributes</p> <ul style="list-style-type: none">• Approachable, caring and sympathetic to the needs of individuals within the school community• Be an exemplary role model to pupils and staff• Honest and trustworthy• Ability to nurture, inspire, motivate and challenge young people• Belief that school can make a difference• Broad, inclusive and pupil-centred educational philosophy• Willingness to take a leading role in the school's pupil support development• Willingness to contribute to enrichment activities and lead intervention projects• Willingness to 'go the extra mile' when required	<p>AF/I</p>



**Branston
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Primary and Nursery School



Application & Selection Process

Closing Date

12 noon on Friday 13th October 2023
Completed applications forms to be emailed to
hr@jtmat.co.uk

Discuss the role

You can arrange to discuss this role with our CEO on:
Monday 11th September 2023 between 3.30pm and 5pm
or Friday 15th September 2023 between 8am and 9.30am

If you wish to book a 15 minute telephone discussion with our CEO, please email s.boyce@jtmat.co.uk indicating your preferred time.

Selection & Interview

23rd & 24th November 2023

Start Date

Full Time from Summer Term 2024





**Branston
Locks**
Primary and Nursery School



Location Information

Branston Locks sits to the south of Burton upon Trent in the heart of Staffordshire but close to the Derbyshire border. Our new primary school is set within the new 400 acre Branston Locks development, which is a significant sustainable urban extension for Burton upon Trent, including 2,500 new homes, a local centre, hotel and open spaces.

Branston Locks is easily accessible from A38 and commutable from all parts of Staffordshire, Derbyshire and Birmingham. Close the National Forest and Branston Water Park, there is lots of green space to explore on foot or bike.

An average semi-detached property sells for just under £200,000 in Branston, with detached properties selling for approximately £310,000 (Source: Rightmove). Branston Locks has a new housing development with two to five bedroom homes available to buy now., which sit around the new Branston Locks Primary & Nursery School.



Branston Locks Primary & Nursery School will sit in the heartland of John Taylor MAT geographically, in close proximity to several primary and two secondary schools.





Terms & Conditions of Employment Overview

The following information highlights key aspects of the Trust's terms and conditions of employment. Full terms and conditions are set out in the Employment Contract. Shortlisted candidates will be given the opportunity to ask questions about terms and conditions of employment at their formal interview.

Teaching Staff Salary

Salary and the general terms and conditions of employment are those contained in the current School Teachers' Pay & Conditions Document and Conditions of Service for School Teachers' in England and Wales (Burgundy Book) as applied by, adopted or amended and subject to the decisions made from time to time by the Trust relating to the employment of Trust employees.

Support Staff Salary

The general terms and conditions of your employment are those negotiated nationally by the National Joint Council of Local Government (The Green Book) as applied by, adopted or amended and subject to the decisions made from time to time by the Trust relating to the employment of Trust employees. In addition, the Trust has adopted local agreements with recognised Trade Unions. These are set out in various documents and policies, which collectively form the full Employee Terms and Conditions.

Pension Schemes

The Trust offers membership to the Teachers' Pension Scheme for teaching staff and the Local Government Pension Scheme (LGPS) for support staff.

Working Time

The School Teachers' Pay & Conditions Document does not specify working weeks for members of the leadership group and those on the pay range for leading practitioners. You will be required to be available for duty at reasonable times to undertake the professional duties assigned in accordance with the Document, throughout those days in the school year on which the teacher is required to be available for work.

Work Location

You may be required to work on a temporary or permanent basis at other academies within the Trust and within reasonable commuting distance of your home, as the Trust may require from time to time.

Probationary Period

Support staff who are newly appointed to the Trust are subject to a satisfactory probationary period of 6 months before they are confirmed in post as a Trust employee. Any staff within their probationary period are entitled to 1 month's notice on either side.

Continuous Employment

Under employment law, various employee rights are dependent on the period of continuous employment worked such as the calculation of annual leave entitlement, sick pay and maternity pay. At John Taylor MAT, continuous employment for this purpose starts on the earlier of the following dates:

1. the date of appointment; or
2. the start of your continuous employment in a previous post with a local authority or associated employer under the Redundancy Payments (Local Government Modification Orders).

You should also note that if you are dismissed on grounds of redundancy, your redundancy payment will be calculated by reference to your continuous employment with all local authorities and associated employers under the Redundancy Payments (Local Government Modification Orders). Any redundancy payment due will be calculated using the statutory provisions applicable at the point of dismissal.

Activities Outside Normal Working Hours

Any outside employment, either paid or unpaid, must not, in the view of the Trust, conflict or react detrimentally to the Trust's interests or in any way weaken public confidence in the conduct of the Trust's business.

Data Protection

The organisation will comply with the provisions of relevant UK data protection legislation. Job applicants can view the relevant Privacy Notice in the Supporting Information section of the Vacancies page on the JTMAT website (www.jtmat.co.uk)

Additional Benefits

- Cycle to work scheme
- Car lease scheme (qualifying periods apply)
- Access to Occupational Health and a Counselling service
- Continuous Professional Development (CPD) opportunities



Application Guidance

General Guidance for all Candidates

- Please complete the application form in full ensuring you have provided true and accurate information.
- If you are asked to provide a letter with your application form, it should be no more than 2 sides of A4 in size 11 font.
- Please note that CV's are not accepted. Only fully completed application forms are to be submitted for shortlisting.
- Please send your application form and letter of application (if required) to the email address specified by 12 noon on the date specified in the advert. Applications received after the closing date/time will not be considered.

After submitting your application

- If you have not received communication from John Taylor MAT inviting you for interview within 10 working days of the closing date of the post, you can assume that you have not been shortlisted on this occasion. We thank you for your interest in our organisation and would encourage you to apply for suitable vacancies in the future.
- Please note JTMAT does not provide feedback to applicants who have not been shortlisted for a post.

Safeguarding

- John Taylor MAT is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.
- All vacancies are subject to an enhanced criminal records check from the Disclosure and Barring Service, which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form. Please review the Trust website for Safeguarding and Child Protection Policies.
- If you are shortlisted for this role, an online search will be carried out which may identify any incidents or issues that have happened and are publicly available online. We are required to undertake this due diligence to meet statutory safeguarding requirements.





Contact us



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