



Assistant Headteacher

Candidate Information Pack



The Birley Academy
A L.E.A.D. Adacemy



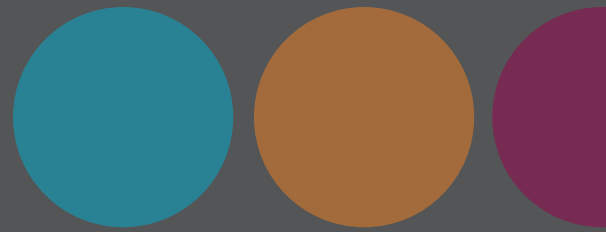
L.E.A.D. Academy Trust
Lead • Empower • Achieve • Drive

*'The L.E.A.D. Academy Trust is one of the
strongest sponsors operating in the East
Midlands, with a track record of successfully
improving underperforming schools...'*

Department for Education,
29 May 2015, Leicester Me



The Birley Academy
A L.E.A.D. Academy



Welcome

Dear Applicant,

Thank you for showing an interest in the post of Assistant Headteacher at The Birley Academy.

We are a popular secondary school situated in the south east of Sheffield. We have a modern building set on a pleasant campus and enjoy excellent facilities.

The acronym L.E.A.D. embodies the four core principles at the heart of the trust: strong leadership at every level; empowering every student to aim high; giving every student the opportunity to achieve and constantly driving for improvement. At The Birley Academy, this is at the heart of everything we do.

Our vision is simple: to ensure that we constantly challenge ourselves and our students to aspire to our very best, enjoying learning and being active members of the learning community. As part of the L.E.A.D. multi-academy trust, we work with all stakeholders including parents, local businesses, community leaders and our partner primaries to represent and best meet the needs of our students. We believe that our students are entitled to nothing but the best.

If you join our team you will be joining a group of professionals who are not only enthusiastic and dedicated but a team who believe that learning is our most important activity; a team single-minded about learning for all - staff and students alike. Every member of staff is prepared to work tirelessly to ensure that learning is relevant, purposeful, engaging and rewarding. To support this, we offer an excellent CPD package aimed at supporting staff at every stage of their career; from training through to headship. We work with partners such as L.E.A.D. TSA, PiXL and Learn Sheffield as well as a host of other nationally recognised providers.

As part of the team, you will be encouraged to be a reflective and open practitioner and you will be supported at every step by the senior leadership team and experienced colleagues to enable you to develop as a highly effective practitioner and leader.

Our students are simply amazing. They are hugely rewarding to work with and very capable of fantastic achievements. All your hard work will be repaid with tremendous loyalty and respect. The Senior Leadership team have a clear strategic plan for the school. As an experienced group of leaders, they strive for continual improvements in standards and to provide the best learning experiences for all students. Supported by L.E.A.D.'s Directors of Education and Schools, we are firmly focused on making the school the best it can be.

If you have ability and potential, if you are resilient and creative, if you have a sense of humour, an enthusiasm for learning and if you are prepared to work relentlessly towards further equipping our students with the knowledge, skills and confidence for a successful career and future life opportunities, then I look forward to receiving your application.

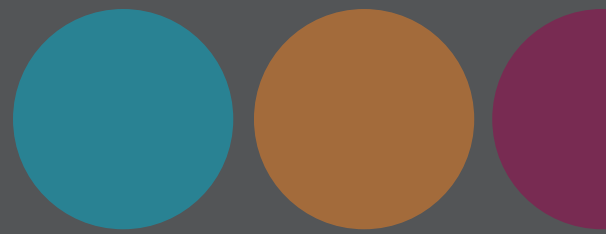
Yours sincerely,



Gina Newton
Headteacher



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ASSISTANT HEADTEACHER

School name:	The Birley Academy
Reporting to:	Headteacher – Gina Newton
Salary:	L11-15 (£50,480 - £55,605)
Location:	Sheffield, S12 3BP
Required from:	September 2018

At The Birley Academy, we believe that learning is our most important activity: and that's equally true for our students and staff. We're passionate about self-improvement and we go the extra mile to make sure that lessons are relevant, purposeful, engaging and rewarding. An excellent CPD package supports our people at every stage of their careers, from training through to headship, and as part of the L.E.A.D. multi-academy trust we enjoy comprehensive backing and can offer exceptional prospects.

Significantly strengthening our Senior Leadership Team, you'll ensure that we realise the full potential of our amazing students – and our modern campus in south-east Sheffield. Building on our strong, respectful teacher-pupil relations, you'll create a culture of high expectations and even higher achievement, backed by rigorous self-evaluation and continuous improvement. You'll also work closely with stakeholders including parents, to place the Academy at the heart of the community, opening up countless opportunities for both our students and your colleagues.

Above all, you'll do whatever it takes to keep us at the cutting edge of educational best practice – so we need a true visionary. As a qualified teacher and experienced school leader, you'll be passionate about collaboration, deeply committed to CPD and adept at giving students the skills and confidence to succeed.

Specialist expertise in teaching and learning, Continuous Professional Development and outcomes would be extremely useful, but above all you should share our belief that learning is lifelong – and bring the tenacity to make your vision reality.

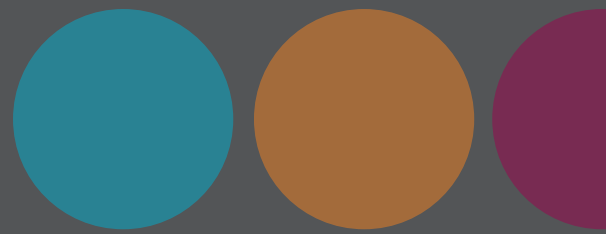
Further information on this opportunity, including how to apply, can be found within this document.

Closing date: 7th March 2018.

The L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



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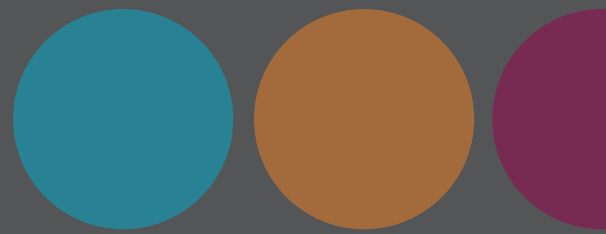
JOB DESCRIPTION

Strategic Purpose

- To provide inspirational, creative and professional leadership and management for the academy
- To support the Headteacher in establishing high quality systems and policies
- To support the Headteacher in establishing high quality education through effective leadership of teaching and learning
- To support the Headteacher in establishing a culture that promotes excellence, equality and high expectations of all pupils
- To ensure that strategic planning is informed by rigorous self-evaluation and that it continuously improves learning and pastoral outcomes
- To ensure that the academy provides a safe and happy environment that promotes the welfare of children
- To ensure all safeguarding and child protection policies are adhered to
- To take responsibility for leading the school in the absence of the Headteacher or Deputy Headteacher

Strategic Direction and Development of the School

- As part of the Senior Leadership Team, provide inspiring, creative and purposeful leadership for the staff and pupils/students
- To work in partnership with the Senior Leadership Team, the governing body, staff and parents, generating the ethos and values which will underpin the academy
- To co-create and implement a Development Plan which will secure continuous academy improvement and support the principles of LEAD Trust
- To monitor and evaluate the performance of selected areas of the academy and respond and report to the Headteacher, Deputy Headteacher and the governing body as required
- To lead on developing selected policies and practices and ensure that they take account of national, local and academy requirements and apply sound educational practice through evidence-based pedagogy
- To regularly monitor, evaluate and review the impact of selected policies, priorities and targets and take action if necessary
- To inspire all those involved in the academy to commit to its aims, stay motivated to achieve them and involved in meeting long, medium and short term objectives to secure the educational success of the academy



Teaching and Learning

- As part of the Senior Leadership Team, continue to maintain an environment that promotes and secures outstanding teaching, effective learning and high standards of achievement, behaviour and attendance
- Determine, organise, implement and monitor selected areas of the curriculum and its assessment and ensure that statutory requirements are met
- Meticulously plan and teach engaging and challenging lessons to exemplify high standards of teaching and learning
- Ensure that pupils/students develop study skills in order to learn more effectively and with increasing independence
- As part of the Senior Leadership Team, plan and implement a policy for the personal, social and moral development of pupils/students
- Monitor and evaluate the quality of teaching and learning and achievement of selected pupil/student groups through appropriate methods
- Exemplify excellent practice in delivering inclusion, diversity and equality of access

Leading and Managing Staff

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment
- As part of the Senior Leadership Team, implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting
- Promote and monitor the continuing professional development of staff
- Hold selected staff to account for their professional conduct and practice, as specified in the Terms and Conditions of Service of teachers

Efficient and Effective Deployment of Staff and Resources

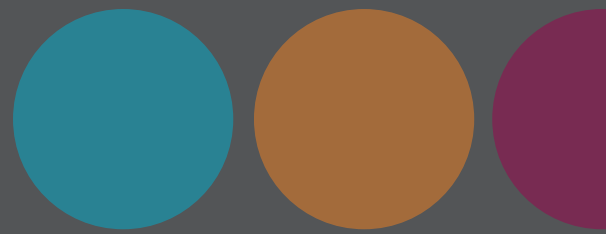
- As part of the Senior Leadership Team, recruit, retain, deploy and develop staff of the highest quality
- Monitor appropriate expenditure, allocation of funds/resources and effective administration for selected areas of responsibility in order to improve the quality of education, pupils' achievements and ensure efficiency and secure value for money

Accountability

- As part of the Senior Leadership Team, continue to develop an organisation in which all staff recognise that they are accountable for the success of the academy
- Present a coherent and accurate account of the school's performance in selected areas in a form appropriate to the range of audiences, including the Headteacher, governors, parents, OFSTED and others to enable them to play their part effectively
- Ensure that parents/carers and pupils/students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning
- Carry out any such duties as may be reasonably required by the Headteacher



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PERSON SPECIFICATION

Qualifications and Experience

- Qualified teacher with QTS
- Experience of departmental, subject or pastoral leadership within the primary/secondary phase
- Has undertaken recent and relevant further professional development

Domain One: Qualities and Knowledge

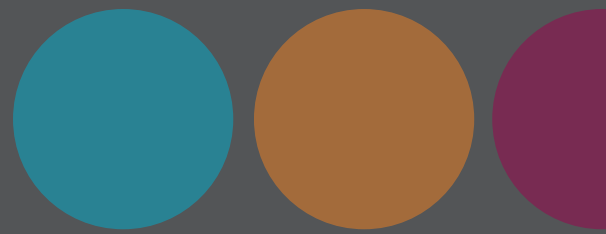
- Promotes a strong culture of collaborative working where every member of staff is valued and can fulfil their potential
- Communicates compellingly the school/academy's pupil/student centred vision and demonstrates leadership, empowering all pupils/students and staff to excel
- Sustains wide current knowledge and understanding of national and local education and school systems within a clear set of principles focused on the school/academy's vision, values and moral purpose
- Demonstrates optimistic personal behaviour, positive relationships and attitudes towards all members of their school community
- Leads by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them

Domain Two: Pupils and Staff

- Develops in pupils/students a love of learning and a sense of inner confidence and self-belief that enables them to achieve high standards, overcoming disadvantage and advancing equality
- Promotes a classroom environment that values the success and sense of wellbeing of each pupil/student, focused on safeguarding and developing their spiritual, moral, social and cultural development and exemplary behaviour
- Secures excellent learning and teaching through exemplary classroom practice
- Establishes an educational culture of 'open classrooms' as a basis for sharing best practice with colleagues, drawing on relevant research and robust data analysis
- Contributes to an ethos within which staff are motivated and supported to develop their own skills and subject knowledge, demonstrating continuous self-directed development
- Identifies emerging talents, coaching aspiring leaders in a climate where excellence is the standard
- Holds all staff in their area of responsibility to account for their professional conduct and practice



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Domain Three: Systems and Process

- Delegates leadership throughout selected areas of responsibility, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decisions
- Demonstrates an understanding of the statutory, financial and budgetary processes required in the management of a school/academy, including Best Value measures
- Is able to build upon current academy improvement plans

Domain Four: The Self-Improving School System

- Supports current school leadership in developing an outward-facing school/academy which works well with other schools and organisations
- Seeks opportunities to invite parents, carers, community figures, businesses and other organisations into school/academy to enhance learning
- Demonstrates entrepreneurial and innovative approaches to school improvement and leadership

Personal Qualities

- Passionate about education
- Approachable, enthusiastic and creative
- Leads by example, demonstrating integrity, resilience and clarity
- Committed to the L.E.A.D. principles

How to Apply and Visits

Please submit a fully completed application form, which can be found on our website, supported by a covering letter (not more than 2 sides of A4) which details your reasons for applying and how your experience meets the requirements outlined in this pack.

Completed applications should be sent via email to marianne.hinds@leadacademytrust.co.uk

Visits are highly recommended and warmly welcomed. To arrange an appointment, please contact Debbie Salisbury, Headteacher's P.A. on 0114 239 2531.

Closing date: **7th March 2018**

Interview date: **14th/15th March 2018**

Start date: **September 2018**