



# East Midlands Academy Trust Recruitment Pack





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# Introduction and Background

## Background

East Midlands Academy Trust was incorporated in September 2012. East Midlands Academy Trust is a Multi Academy Trust based in the centre of Northampton. Since incorporation, the MAT now includes five primary academies, one secondary academy and one all-through 4-19 Free School.

## Initial Development

East Midlands Academy Trust's key ambition is straightforward to create excellent academies. The first two academies to join were Orchard Academy and Shepherdswell Academy in Milton Keynes. In 2014, East Midlands Academy Trust sponsored Castle Academy, Hardingstone Academy and Stimpson Avenue Academy in Northampton.

In 2015, East Midlands Academy Trust sponsored its first Secondary School, Prince William School (PWS). PWS is located in Oundle, North East Northamptonshire. In January 2015, East Midlands Academy Trust was successful in winning a DfE competition to open an all-through 2,220-place Free School, Northampton International Academy (NIA), in the centre of Northampton, which is in its third year of operation.

The Trust's aim is to sponsor additional academies within this geographical cluster and develop two other geographical clusters over the next three years.

## What makes us unique?

- Our strong moral purpose
- Commitment to high expectations and aspirations
- Strategic partnership with Ruth Miskin the creator of Read, Write Inc – a systematic whole school approach to literacy and the teaching of reading
- Strategic partnership with HR and Legal experts



## **Vision, Values and Purpose**

*'Every child deserves to be the best they can be'*

We are driven by a strong moral purpose that every child has the right to outstanding teaching and leadership. It is our mission to work with our children, their parents and carers and our staff to create excellent schools. Schools that demonstrate integrity of purpose through high aspiration for every child. We set high expectations for our leaders and teachers to support and stretch every child. We ensure that they make excellent progress and build the skills, knowledge and attributes that will prepare them well for secondary school and beyond.

## **Key elements of our vision**

We will:

- rapidly become a world class academy Trust with a national and international voice
- establish world class academies and schools that are centres of excellence for leadership, teaching and learning and are flagships and centres of learning for other academies and schools
- be driven by a moral purpose to transform opportunities and change life chances of children and young people who live in challenging times as well as challenging places
- work in partnership with learners, their families, communities and businesses, to raise aspirations, foster great expectations and achieve ambitious goals.

Key elements of our vision:

- strong leadership that transforms culture
- the pursuit of excellence is demonstrated by an uncompromising and successful drive for improvement in the leadership and management of teaching, learning and progression
- recognising the role of teachers and developing them
- excellent governance that challenges, supports and holds to account
- outstanding teaching and pedagogical knowledge
- confident independent learners
- a broad and balanced curriculum that has expert knowledge and individual needs at its core

- high aspirations and expectations of all who work in our academies and schools that every pupil is able to succeed
- a 'no excuses' behaviour policy
- secure and effective partnerships with parents/carers, businesses and the local community

## Message from the Chief Executive

Thank you for taking the time to read the pack and hopefully consider applying to join us at East Midlands Academy Trust. It is an amazing time to join our vibrant and dynamic community of schools.

As you will have already seen, we have a clear strategy for school improvement that has been shown to be credible, inclusive and sustainable. We are a community based Multi Academy Trust and care about the impact we have in the areas our schools live. The vitality and diversity of the people we encounter within each school means we cannot just drop a template of “how to run a successful school” onto the seven schools in our MAT. We have to work with the community accessing the school as well as our internal community of staff to understand any barriers or local nuances and then overlay that with the national curriculum and regulatory requirements. We then combine these two, often-conflicting aspects, to inspire our “community” to help children to become confident, independent thinkers.

I welcome any applicant to come and see what we do and I would be happy to talk prior to making a formal application, if that would help? We all make thousands of choices every day but few are as important as where you go to share your knowledge, passion, tenacity and integrity. If you believe in and have what it takes to make our vision a reality, “every child deserves to be the best they can be...” I look forward to your application.

**Joshua Coleman**

Chief Executive

East Midlands Academy Trust



## The Role

**Deputy Headteacher Primary**

**Start date: April 2019 or ASAP**

**Salary range: Competitive**

**Full Time & Permanent role**

**Closing date: Friday 30 November 2018**

**Interviews: TBC**

East Midlands Academy Trust is pleased to announce that we are recruiting a Deputy Headteacher for Northampton International Academy (NIA). NIA is an all-though Free School for pupils aged 4 – 19 situated in the centre of Northampton, with an eventual capacity of 2,220 pupils comprising of 420 primary, 1,500 secondary and 300 post-16 pupils.

Having opened its doors in September 2016 in temporary accommodation the NIA is now in its new state of the art accommodation.

The successful candidate will work with the Head Teacher and the SLT in guiding the academy in its next stage of development and shape NIA into a centre of excellence.

What we are looking for:

- you will have experience in EYFS, Key Stage 1 and Key Stage 2
- excellent interpersonal skills
- high expectation and commitment
- the ability to work with and grow team members
- flexibility

We are looking to appoint an outstanding and dynamic leader with strong leadership skills, who naturally inspires others and is passionate about teaching and its impact on learning. The successful candidate will be driven by a commitment to create the best possible educational opportunities for our pupils, in order to raise aspirations and transform lives.

We have a strong culture of school improvement and professional development at NIA.



## Appointment Process



If you wish to apply for this post, please complete the application form and the equal opportunities form, which explicitly includes the following:

- Your skills and experience
- The value, which you believe you, could bring to this role

You should submit your application by email to [ruhena.mahmood@eastmidlandsacademytrust.co.uk](mailto:ruhena.mahmood@eastmidlandsacademytrust.co.uk) by the closing date in the advertisement.

Please note CVs will not be accepted. If you would like more information, or to have an informal discussion about the role, please contact Hena Mahmood via email or call 07711 925992. All enquires will be treated confidentially.

All appointments are subject to safer recruitment requirements to ensure the safeguarding of children and young people. All positions will involve appropriate checks and clearances.

## **JOB DESCRIPTION: Deputy Headteacher**

**Job title:** Deputy Headteacher

(Pastoral / Teaching and Learning / Pupil progress and Assessment, etc.)

**Responsible to:** Principal

All staff should be committed to the trust and the academy purpose to provide a relentless focus on great leadership and management and outstanding teaching. East Midlands Academy Trust is committed to support the academy leaders, teachers and support staff to be the best they can be.

### **Core Purpose:**

- To share with the Principal in determining school policy and ensuring its implementation.
- To assist the Principal in managing the Academy, to be responsible for the teaching and learning of pupils.
- To deputise for the Principal in the event of absence or other urgent business.
- Guide staff in developing consistent practice in teaching and learning ensuring high quality learning opportunities, pastoral care, safeguarding and behaviour through the leadership of behaviour, teaching and learning, attendance, pupil engagement, parental engagement, extended services and school organisation. This is so that all children achieve the best they can.
- Carry out professional duties of a teacher as required.
- Take responsibility for child protection issues as Senior Designated Safeguarding Lead.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the academy.
- Keeping the academy website up to date in accordance with the mandatory and best practice expectations about what academies should publish online.

## **CORE DUTIES:**

### **Class Teacher**

To carry out the duties and responsibilities for class teacher and meet the requirements of the Teaching Standards.

The Deputy Headteacher may be expected to teach a class in the academy if required and teach specialist subjects when required.

### **Professional Duties**

To carry out the duties and responsibilities of a Deputy Headteacher including those duties assigned by the Principal.

### **Specific Core Duties**

Play a major role in and across the trust schools under the overall direction of the Principal in:

### **Ethos and Vision:**

- Maintain and continue to develop the ethos of the academy in line with the East Midlands Academy Trust expectations.
- Contribute to the strategic development of the academy as part of the Senior Leadership Team.
- Play a leading role in the school improvement and school self-evaluation planning process.
- Devise, implement and monitor action plans and other policy developments in line with the East Midlands Academy Trust expectations.
- To implement strategies for the efficient running of the academy within the policies adopted by the trust and the school.
- In partnership with the Principal initiate and manage change and improvement to develop the academy and the staff.
- Lead by example to motivate and work with others.
- To promote the principles of equality opportunity.

## **Leading teaching and learning**

- To assist the Principal in the overall leadership and management of the academy, carrying out duties as determined by the Principal, and to deputise for the Principal in his/her absence as required in line with the vision of the Trust.
- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all staff to motivate and work with others.
- To be responsible for the day-to-day running of the Primary phase, including the organisation of the timetable.
- To work with the Principal and the Senior Leadership Team in formulation and implementation of the academy's strategic improvement plans.
- Ensure that all responsibilities delegated by the Trust Board are carried out.
- To safeguard and promote the welfare of all pupils.
- To promote an ethos of high expectations for pupil behaviour, engagement, aspiration and achievement.
- To attend as directed, and chair where appropriate, school meetings, working parties and Trust governor meetings.
- Work with the Local Advisory Board and the Trust to provide information on the progress of relevant aspects of the academy's work, and intended developments.
- Ensure that there is regular and effective communication of the progress of every child's learning to every stakeholder.
- To represent the academy in external partnerships as appropriate and enhance co-operative working relationships with them.
- To participate in staff training and undertake appropriate personal professional development.
- Promote a culture of inclusion within the school community where all views are valued and taken in to account.
- To uphold high standards of professional conduct and practice.
- Work with the Principal to raise standards through staff appraisal as part of the East Midlands Academy Trust Appraisal Policy.



- To effectively manage staff performance through the appraisal systems.
- In partnership with the Principal lead, develop and review all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Work in partnership with the Principal in managing the academy through strategic planning and the formulation of policy and deliver of strategy, ensuring management decisions are implemented.
- With the Principal, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the academy, including lesson observations to ensure consistency and quality.
- To organise and implement assessment, whole school data analysis and target setting.
- Develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning.
- To have oversight of the pastoral system, assisting pastoral staff in contacting parents and ensuring pupil records are maintained.

### **Developing self and others**

- Lead the development and delivery of training and support for staff
- Organise and support the induction of staff new to the academy and those being trained within the academy.
- Act as a support for NQTs and have responsibility for students on teaching practice and those undertaking work experience, as appropriate.
- In partnership with the Principal to manage and lead staff, including recruitment, staff development, duties and staff cover.
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.

- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting.
- Work with the Principal to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the academy improvement plan and the Trust's appraisal system.
- Lead the annual appraisal process for all identified teaching and support staff.

### **Managing the organisation**

- Lead regular reviews of all academy systems to ensure statutory requirements are being met and improved on where appropriate.
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communications.
- Working with the Principal and the Trust's HR Business Partner, undertake key activities related to professional, personnel/HR issues.
- Working with the Principal and the Trust's HR Business Partner, manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability etc.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the academy.
- Be a proactive and effective member of the Senior Leadership Team.
- Ensure the day-to-day effective organisation and running of the academy including the deployment of staff as appropriate.
- To undertake any professional duties, reasonably delegated by the Principal.

### **Securing accountability**

- Lead and support the staff and governing body in fulfilling their responsibilities with regard to the academy's performance and standards.
- Support the Principal in reporting the academy's performance to its community and partners.

- Promote and protect the health and safety welfare of pupils and staff.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the academy.

The post holder is required to line-manage other staff members as part of the appraisal process for the academy, in line with the agreed policy.

This job description will be reviewed annually and may be subject to amendment or modification at any time. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties.

Compiled by:	Revision Number
Approved by:	Revision Date ___/___/___

## Person Specification

This person specification is related to the requirements of the post as determined by the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

### QUALIFICATION

Essential	Desirable
Qualified Teacher Status	Evidence of additional further educational qualifications.
Honours degree or equivalent qualification	
Evidence of Continuing Professional Development	

### Experience, Knowledge and Understanding

Essential	Desirable
Substantial primary teaching experience	Teaching in more than one key stage
Substantial knowledge and understanding of learning and teaching	Teaching in more than one school
Consistently outstanding teaching	The management of budgets
A strong commitment to inclusion with high expectations for all learners	Confident in whole school self-evaluation
Experience of whole-school curriculum management leading to school improvement	
Leading and managing a major school initiative	
Able to talk about characteristics of effective primary teaching and learning strategies used to raise pupil attainment and achievement	
Good understanding and use of assessment, including target setting and tracking	
Understanding of effective techniques and policies for behaviour management	



A good understanding of the requirements of transition between key stages.	
Good understanding of national education initiatives	

### **Leadership and Management**

<b>Essential</b>	<b>Desirable</b>
To assist the Principal in leading and expanding the all through school	Evidence of successful school improvement planning and delivery
Support and deputise for the Principal	Knowledge of governance
Senior leadership and management experience	
Experience of having led whole school initiatives	
Experience of planning for change, development and improvement	
The ability to set high and clear expectations, to hold others accountable for performance and the contributions they make to the school community	
Ability to set and meet challenging targets for pupils and the academy, and to enable others to do this	
Ability to analyse, prioritise and meet deadlines	
Experience of conducting staff induction, mentoring and performance management	
Experience of whole school self-review and evaluation	
Able to motivate, promote good relationships and effectively communicate with all stakeholders	
Commitment to safeguarding and promoting the welfare of children	

**Personal and professional skills**

<b>Essential</b>	<b>Desirable</b>
Creative, enthusiastic and proactive, keen to embrace new ideas and challenges	
Approachable, caring and empathetic	
Works well as part of a team	
Flexible, listens and is prepared to seek advice and support	
Demonstrates a concern for the pastoral and spiritual welfare of all in the school	
Committed to continuing professional development for self and others	
Committed to active parental involvement	
Able to deal sensitively with people and resolve conflict	
Commitment to making learning fun	
Carry out teaching duties in accordance with school schemes of work and the national curriculum	
Set a good example in terms of dress, punctuality, attendance and general professionalism	
Availability to changing circumstances and ideas	
Energy and enthusiasm	
Reliability and integrity	