

 **Deputy Head Teacher**

**Martin Bacon Academy**

**Application Pack**

**Contents**

* Welcome Letter
* Trust Vision
* Job Description
* Person Specification
* How to Apply

**Welcome Letter**

Dear applicant,

Thank you for your interest in the position of Deputy Head Teacher working at the brand new Martin Bacon Academy part of the Cambridge Meridian Academies Trust (CMAT) family of schools.

Our trust was first formed to lead a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent. We are a growing family of 12 academies, with 5 more new schools in development, all within easy distance of Cambridge and Peterborough.

We are very excited to have the brand new purpose built school within CMAT, the Martin Bacon Academy is a brand new, state of the art, Area Special School, currently being built in the heart of the Northstowe Learning Community. When open, we will cater for children and young people aged 3 to 19 who have a range of complex and significant learning needs in the area of cognition and learning (with other co-occurring conditions). This covers a wide range of needs including learners with autistic spectrum condition and those with complex physical and sensory impairments. We will have places for 110 children and young people. All of our pupils will be provided with an exciting, balanced education which will be appropriately paced and designed to meet their individual education needs.

This is an exciting time for us all as we embark upon this journey to open a brand new Specialist Provision and forge links with our new community. This journey will provide opportunities to build on the strengths and experiences of our community in collaboration with other schools in the trust but especially the Northstowe Secondary College with whom we share a school site.

CMAT is one of the highest performing academy groups in the country and the largest in the area we have defined. We are committed to high quality professional development and career opportunities for all staff. We strive to work at the heart of all of the communities we work with. This role will inevitably involve a considerable amount of partnership working within the trust to search out great practice to ensure wonderful opportunities for our young people.

It is essential for the successful candidate to have a strong passion for working within an area special school, having the drive to bring out the best in all the children attending the school and ensuring it is an enjoyable, positive experience for all bringing as many opportunities as possible to the students.

This will be an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

Mary Rayner

Principal

If you would like an informal discussion about working for CMAT or about this role, please contact:

Mary Rayner MRayner@cmatrust.co.uk

**Vision and Values**

Cambridge Meridian Academies Trust (CMAT) exists to provide, support, and champion high-quality education at the heart of local communities.

As members of the CMAT family, trust academies aim to unite their pupils, families and other local stakeholders around this common purpose to share experience and resources, to improve standards and to maximise our contribution to their wider communities. Our vision, mission and values guide and bring together each of the trust’s academies.

**Our Vision:** High-quality educational provision for all at the heart of local communities

**Our Mission:**To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

* Every child is a successful learner, confident individual and responsible and employable citizen
* Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families and other local stakeholders

**Our Values:**

**Pursuit of Excellence**

* By expecting this of every person, every day
* Rejecting outright any sense of complacency
* Continually striving for the creation of a true meritocracy
* Promoting and celebrating elite performance inside school and in the wider world

**Value our People**

* Appreciating the incredible trust placed with us in educating young people and serving our community
* Valuing the diversity and qualities of our staff and students
* Ensuring that all students and staff feel known, appreciated and supported
* Committing whole-heartedly to collaboration within, between and beyond our academies

**Achievement for All**

* Ensuring that every student achieves their maximum potential
* Maintaining a relentless sense of optimism
* Removing barriers to learning
* Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond

**High-Quality Learning Environment**

* Providing high quality buildings, engaging classrooms and excellent sporting facilities
* Delivering innovative learning resources and materials
* Ensuring a well-disciplined and caring environment
* Exploiting cutting edge technologies to expand the opportunities for students, staff and our community to benefit from learning in a digital age

**Extending The Boundaries of Learning**

* Providing positive memorable experiences inside and outside of the classroom
* Providing a diversity of experience to all
* Opening up the world to all students
* Securing the very best future educational and vocational experiences for our students

**Academies within the Trust**

<https://www.cmatrust.co.uk/our-schools/>

**Job Description**

#### Post Title : Deputy Head Teacher

#### Responsible to : Head Teacher

**Grade** : Leadership range 14-18

**Key Role and Purpose**

As Deputy Head Teacher you will work closely with the Head Teacher and other members of the senior leadership, management and teaching team to lead on the operational day-to-day leadership of the school in addition to other specific senior leadership responsibilities, promoting the vision and values of Martin Bacon Academy School

**Specific Duties and Responsibilities**

**Strategic Direction and Development:**

* Contribute to strategic decision making as part of the school’s senior leadership team
* Support the development of the School Self Evaluation (SEF) and School Improvement Plan (SIP)
* Lead, plan, manage and monitor change in accordance with the School Improvement Plan
* Work in partnership with the Head Teacher, directorate and academy councillors to plan, implement, monitor and review standards of education and leadership across the school

**Leadership and Management:**

* Ensure effective communication within the school, to ensure the smooth day to day operational running of the school
* Lead, manage and support ‘Team Leaders’ (or similar roles), Teachers and Teaching Assistants
* Support the Head Teacher with appraisals
* Promote positive standards of conduct from staff and support staff wellbeing and attendance, in line with school personnel policies
* Liaise with families and key professionals, such as health colleagues, as part of a multi-disciplinary team working to support pupil outcomes
* Review the quality of teaching and learning in school, conduct monitoring activities in collaboration with the Senior Leadership Team
* Co-ordinate how pupil premium funding is used to maximise pupil achievement, access and progress
* Represent Martin Bacon Academy School as an ambassador at local, regional and national SEND events
* Deputise for the Head Teacher when necessary

**Teaching and Learning:**

* Model high quality teaching, demonstrate the ability to enhance pupil progress by meeting and exceeding Teachers’ Standards
* Ensure high quality teaching and learning is taking place across the school through monitoring and evaluation activities, coaching and mentoring
* Monitor and review the effectiveness of the school curriculum, in line with the schools MER policy
* Co-ordinate the schedule for review of EHCPs and liaise with the LA Statutory Assessment Team
* Monitor and Chair Education, Health and Care Plan reviews for allocated pupils

**Effective Deployment of Staff and Resources:**

* Support the Head Teacher in the recruitment, development and deployment of staff. Make effective use of staff skills, abilities and training
* Ensure that staff are effectively deployed to meet the needs of pupils, on a daily basis
* Support the Head Teacher and Senior Leadership Team to organise pupil groupings, rotas and timetables to ensure that effective teaching and learning takes place
* Work with the Head Teacher, finance team and Governors to establish priorities for expenditure. Monitor the effectiveness of spending and the use of resources, ensure value for money

**Keeping pupil’s safe:**

* Ensure the welfare and safeguarding of pupils across the whole school through rigorous application of the school child protection, behaviour management and pupil well-being policies.
* Fulfil the role of Designated Safeguarding Person
* Ensure that all safeguarding procedures are followed including maintenance of safeguarding records, sharing information where necessary, ensuring attendance at key meetings and relevant training
* Contribute the safety and well-being of our pupils, staff and families and to work collaboratively with other agencies to protect children and share information where appropriate.
* Promote excellent standards of pupil safety and positive behaviour through application of Team Teach principles.
* Ensure that pupils with health and medical needs have their needs safely met within school, in line with school, local and national policy.

**Other duties:**

* Promote equal opportunities throughout the school and ensure the application of the school equal opportunities policy
* Lead one aspects of the school’s approach (ASC would be an advantage)
* Co-ordinate outreach support with local mainstream schools
* Participate in the design and delivery of training sessions for other schools or organisations
* Ensure a broad and balanced curriculum is in place for all pupils within areas of responsibility

**These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.**

**You will be required to attend meetings outside of school working hours to support school governance and other school functions.**

**Person Specification**

**Experience**

* Have experience of working with pupils who have a range of special needs
* Have qualifications of experience in working with a range of assessment measures for progress of SEN pupils.
* Experience of working with pupil who have ASC.

**Professional Knowledge**

* A good knowledge of Safeguarding pupils who have SEND.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Criminal Records Bureau

**How to Apply**

Please submit an application form via TES

**Closing Date:**

30th September 2019 9am

**Interviews:**

TBC

**Applying:**

For any questions about the process of applying please contact:

HR and Recruitment Officer – Sara Lane slane@cmatrust.net