



The Sutton Academy



# Recruitment Pack



Together Students Achieve

# Welcome from the Principal

Thank you for your interest in this post. I hope you find this information pack helpful. If you would like to know more about us before you apply please see our website

[www.thesuttonacademy.org.uk](http://www.thesuttonacademy.org.uk)

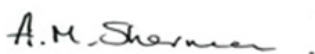
The Sutton Academy opened in September 2010 and is on a successful improvement journey to good and outstanding.

I have a clear vision for all students in our academy to achieve their best academically, whilst nurturing their talents and passions.

We strive for the highest possible levels of achievement for all our students and are committed to providing the highest standards of teaching and learning. In return we have very high expectations of student behaviour and their commitment to their learning.

Our students benefit from a modern learning environment with outstanding facilities. This helps to create a vibrant and positive learning community which is friendly, caring and purposeful.

We are aspirational for our students and see it as our duty to ensure that all our students have the best life chances possible and eventually leave the academy well prepared to take their place in the world of the future as confident and responsible adults who are empowered to make real choices in their lives.



Alison Sherman  
Principal



# Why Choose Us?

If you choose to pursue an application to work at The Sutton Academy it is because you are motivated to work within a supportive, collaborative and dynamic team which consistently strives to achieve the best outcomes for our students. We believe in providing opportunities for all - both staff and students. Our expectations are high for everyone within our community, recognising the fact that only through this teamwork can we all achieve our aspirational goals. Staff come to work to teach lessons that ensure students make excellent progress. Parents choose our school because of the expectations we have of ourselves and our willingness to go above and beyond for everyone within our community. Likewise the high expectations that we place upon ourselves as professionals, we also extend to our students whether it be with their progress, uniform or behaviour throughout the school and community.

If you are looking for a school that will challenge whilst supporting you, then our CPD package will ensure you develop your skills, whether it be in the classroom or as a leader influencing colleagues.

*Why work at The Sutton Academy?*

*"I couldn't have chosen a better place to begin my teaching career, I cannot image a workplace where I could feel more supported, encouraged and appreciated. Reading about TSA online I had a strong idea it was where I wanted to work and my interview day confirmed this completely. Meeting the friendly and approachable staff coupled with the bright, vibrant pupils I was sure this was the place for me. As an NQT I have been offered fantastic support and weekly training to encourage my development as a teacher."*  
- NQT English

*"The school has an excellent support system in place to make sure all aspects of the job specification are met. This ranges from NQT master classes on a weekly basis down to one to one support from mentors. The different opportunities that The Sutton Academy have offered in order for me to develop my teaching practice has really opened my eyes to the wider role of a teacher and possible routes for progression in the future. The Head makes sure she speaks to all new staff to ensure they are coping well with the job role and to make sure that any further support is offered to aid the role or even help with a specific group."*  
- NQT Mathematics





# Learning at The Sutton Academy

We encourage and support all children to achieve their full potential at The Sutton Academy. We make this possible by placing great emphasis on an orderly and happy working environment where high expectations are the norm. Our lessons are challenging, engaging and inspiring. Our students actively work together and independently enabling them to make good progress.

We have a highly skilled and dedicated team of teachers here at The Sutton Academy. They plan lessons very carefully to meet the needs of individual children. They have high expectations which challenge all pupils to achieve their best.

The curriculum is designed to create learning pathways that meet the aspirations, talents and needs for each individual and blends the traditional with the creative.

Our Key Stage 3 (Years 7 & 8) is designed to accelerate learning and progress, developing learners who have the knowledge, skills and enquiring minds that will enable them to achieve to their full potential in Key Stage 4.

The national curriculum is followed ensuring a broad and balanced range of subjects with an emphasis on developing literacy and numeracy.

Our Key Stage 4 programme, studied in Years 9,10 and 11, offers an extensive choice of options, including a full range of academic GCSEs and English Baccalaureate subjects.

Students are taught in groups arranged by need and ability, based upon rigorous analyses of all available data. This enables staff to stretch and support all students to help them achieve exceptional progress.

Our sixth form provision offers continuity from Year 11 with clear progression pathways. We offer a wide range of academic A Level courses as well as more vocational Level 3 qualifications; some students choose a blended pathway of both academic and vocational courses.

Clear regular target setting, assessment and reporting systems underpin all aspects of learning throughout the Academy so that students understand the progress they are making and how to make further improvements.



# Enrichment

At The Sutton Academy we believe enrichment is an entitlement and we expect all students to attend our extensive range of activities.

In addition to trips, residential excursions and international opportunities, there is a menu of activities that take place at lunchtime and after lessons as well as during holidays.

Enrichment offers students the opportunity to develop new interests, become more knowledgeable and skilled in an area boost self-confidence, and benefit from doing something away from the pressure of passing examinations.

The objective of enrichment is to

- \* Widen students' intellectual experiences
- \* Improve independent learning skills
- \* Develop love of learning
- \* Offer students the opportunity to pursue their talents and interests
- \* Have fun and relax.

## What others say about The Sutton Academy

'Teachers ask for our opinion and act on our advice – "Together Students Achieve" was my idea' – Year 8 student.

'Very young, passionate and motivated staff who seem to go above and beyond.' – Year 11 parent.

'I am amazed at the number of enrichment opportunities my daughter has been given since joining The Sutton Academy. She loved performing at the final of The Four Nations Rugby at Anfield Stadium in Liverpool.' – Year 7 parent.

'Staff morale is high. Staff feel cared for and increasingly challenged and supported by senior leaders.'- OFSTED FEBRUARY 2017

'Leaders and staff at all levels are committed to the school's vision of high expectations and aspirations for all pupils.'- OFSTED FEBRUARY 2017

'Leaders and teachers have worked hard and with success to change the culture of the school, to raise aspirations and to ensure that pupils feel safe to flourish personally, emotionally and academically.'- OFSTED FEBRUARY 2017

'The behaviour of pupils is good. Pupils of all ages socialise and behave well outside the classroom. Pupils take pride in their uniform and in their school environment.'- OFSTED FEBRUARY 2017

# Job Advert

<b>Assistant Principal</b>		
	<b>Salary:</b>	L12-L16
At present, The Sutton Academy has 1076 students aged 11-16 and 131 in the sixth form.	<b>Employer:</b>	The Sutton Academy
	<b>Location:</b>	St Helens
	<b>Contract Type:</b>	Full Time
	<b>Start Date:</b>	1 January 2018 or earlier
	<b>Closing Date:</b>	9.00 am Monday 26 June 2017
	<b>Interview Date:</b>	TBC

The Governors are seeking to appoint a dynamic and innovative Assistant Principal. Candidates should have leadership skills, ideas and drive to support us in developing and implementing the next phase of the academy's development.

The Assistant Principal will be ambitious for the academy, have a passion about learning, be an excellent teacher and have the energy, drive and ability to lead and develop a team of professionals to provide the best possible education for all our students.

Areas of responsibility will be confirmed in consultation with the successful applicant but are likely to include achievement, behaviour and welfare.

The person appointed will have a proven track record of raising standards and a clear vision for continuous improvement. You will need to demonstrate strategic leadership and articulate clear values and moral purpose. He/she will be an engaging, visible leader and will possess the gravitas required to win the respect of staff, students and parents.

This is a key appointment and represents an excellent opportunity for a quality practitioner wanting to develop their career. There will be strong professional development opportunities for the successful candidate.

An application pack is attached or visit our web site: [www.thesuttonacademy.org.uk/vacancies](http://www.thesuttonacademy.org.uk/vacancies)

This post is subject to satisfactory Disclosure & Barring Service (DBS) Enhanced Disclosure Certificate. The Sutton Academy is committed to equal opportunities.

We are committed to safeguarding and promoting the welfare of children and young people; we expect all staff and volunteers to share this commitment.

# Job Description

Post: Assistant Principal L12- L18

Grade: Leadership Spine

Responsible to: Principal

Responsible for: Playing a pivotal role in developing the highest standards of education and shaping the future success of The Sutton Academy.

Key Relationships: Leadership Team; relevant teaching and support staff; students; partner professionals; parents; and local community.

Working Pattern: Full-time and as described in the School Teacher's Pay and Conditions Document.

## Job Role:

- To provide strategic leadership, in consultation with the Principal, the Vice Principal, Leadership Team, staff, parents and students, to bring about highest standards of educational.
- To be responsible, alongside all leaders at The Sutton Academy, for raising achievement and ensuring high standards of behaviour.
- To have the professional duties of a member of the Academy Leadership Team in accordance with School Teacher's Pay and Conditions document and wider responsibilities to be determined in consultation with the Principal.

## Specific Responsibilities:

Specific responsibilities will be agreed with the successful candidate, but are likely to include:

- Responsibility for student achievement, behaviour and welfare.

## Responsibilities for all members of the Leadership Team

### 1. Achievement and Standards

- Demonstrate high expectations and set challenging objectives for student performance both personally and for those who we line manage.
- Ensure a consistent and continuous focus on student achievement using data to track and monitor the progress in every student's learning.
- Challenge under-performance that acts as a barrier to student achievement.
- Use national, local and school data effectively to analyse and evaluate student progress; plan and implement effective interventions to support students.
- Continuously monitor and evaluate the effectiveness of learning outcomes.
- Ensure we close any gaps between different groups of students.

# Job Description

## 2. Quality of Provision

- Ensure all teaching in the school is highly effective and that students are engaged in outstanding learning experiences every day.
- Secure and sustain effective teaching through structured monitoring, evaluation and review.
- Monitor the quality of teaching and student's learning through the analysis of performance data, observation of teaching, work scrutiny, student interviews in collaboration with the Leadership Team.
- Contribute to the development of teaching and learning by supporting professional learning programmes, coaching and mentoring of teachers.
- Contribute to the development of the curriculum to best reflect
  - o The Sutton Academy's curricular aims and to meet the needs of all students.
- Seek opportunities to collaborate with other schools and other relevant networks to share and develop excellent practice.
- Take a strategic role in the development of new and emergent technologies to enhance and extend the learning experiences of students.
- Implement strategies that ensure high standards of behaviour.
- Promote extra-curricular activities and out of hours learning with will enhance learning opportunities.

## 3. Leadership and Management

- Lead by example and be a role model for all stakeholders in the academy.
- Effectively manage an agenda of continual improvement to raise standards in all areas of academy life.
- Take the lead strategic oversight for specified areas of improvement and development and make a significant contribution to the strategic development of all areas of The Sutton Academy, whether or not holding a direct responsibility for the strategic area.
- Play a key role in creating an environment where students and staff develop and maintain positive attitudes towards each other, the environment and the community.
- Contribute to the development and review of The Academy Development Plan, Self-Evaluation and related documentation.
- Line manage designated member of the Leadership Team, Middle Leaders and Support Staff to ensure they work effectively to raise student achievement across the academy and provide effective support, guidance challenge and information for all staff within designated areas of responsibility.
- Maintain clear expectation, high standards of professionalism and collaboration to meet the academy's improvement and development priorities.
- Assist in the appointment of staff and their deployment to make most effective use of their skills, expertise and experience in order to raise the standards of achievement across the academy.
- Ensure that all staff have a clear understanding of their roles and responsibilities
- Use appropriate resources, in consultation with the Principal, for effective, efficient and safe teaching and learning across The Sutton Academy; accommodation, agreed budgets, staff, time, courses, development opportunities and ICT resources.
- Liaise effectively with all stakeholders, including parents, students, feeder schools, partner secondary schools, business and community partners and the wider community as appropriate to designated strategic responsibilities.
- Network with other schools and academies in order to learn more about the ways that other institutions are effecting change and transformation.
- Ensure the academy is compliant with national and local legal and policy requirements.



# Job Description

## 4. Personal Development and Well-Being

- Ensure a consistent and continuous focus on student achievement, using baseline and progress data to monitor progress.
- Recognise and reward students who are making good progress and identify underachievement, putting in place appropriate support to help them overcome their barriers to learning.
- Support the extra-curricular programme, including student leadership activities.
- Support the academy in the delivery of the inclusivity and narrowing the gap agendas.
- Treat all members of the academy community fairly, equitably and with respect to maintain the Sutton Academy ethos.
- Ensure the safeguarding of all students through the implementation of effective policies and procedures.
- Ensure a safe working and learning environment through application of appropriate risk assessment and adherence to current Health & Safety regulations.

## 5. Stakeholder Engagement

- Ensure an effective partnership with parents to support students' academic and personal development.
- Seek opportunities to invite parents, carers and other members of the community into academy to enrich opportunities for all students.
- Ensure parents and carers are well informed about their child's progress and targets and their part in the process of improvement.
- Seek the views of parents, carers and other members of the community on the development of The Sutton Academy.

## 6. Professional Development

- Keep up-to-date with current research to support the academy's continued improvement.
- Lead professional development activities, as appropriate, to update and develop the skills of colleagues.
- Participate in Performance Appraisal in accordance with academy policy.

*The person undertaking this role is expected to work within the policies, ethos and aims of The Sutton Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have and agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue and employees, contractors and community members.*

*The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Condition of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

# Person Specification

## Our Purpose

The Academy exists to provide a rich and balanced educational environment which caters for the whole person- academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide first class learning opportunities for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence. By encouraging a 'can do' culture we will nurture confident and competent people.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A Degree + PGCE (or equivalent teaching qualification)</li> </ul>	<ul style="list-style-type: none"> <li>Further completed professional study</li> </ul>
<b>Leadership and management</b>	<ul style="list-style-type: none"> <li>Evidence of success in leading a team initiative in education</li> <li>Experience in effectively deploying and managing staff.</li> </ul>	<ul style="list-style-type: none"> <li>Team leadership experience in more than one school</li> <li>Experience of leading an aspect of whole school development</li> </ul>
<b>Experience, skills and knowledge</b>	<ul style="list-style-type: none"> <li>Evidence of excellent teaching ability (OFSTED Grade 1 or 2)</li> <li>Evidence of raising achievement</li> <li>Excellent communication skills</li> <li>Experience of leading/co-ordinating a team and work groups</li> <li>Evidence of effective finance and resource management.</li> <li>A detailed understanding of the current OFSTED framework.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of collaborative work with other educational institutions</li> <li>Experience of teaching in more than one secondary school</li> <li>Successful experience of developing and implementing strategies to close the performance gap of specific student groups</li> </ul>
<b>Experience, skills and knowledge (contd.)</b>	<ul style="list-style-type: none"> <li>Competent in ICT and willing to be trained as required</li> <li>A clear commitment to extended learning</li> <li>A demonstrable ability to analyse performance data, reviewing patterns and take appropriate action.</li> <li>Demonstrable ability to undertake rigorous self-evaluation and use the findings effectively.</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Willingness to demonstrate a commitment to the ethos of the Academy.</li> <li>Passionate about raising achievement</li> <li>A good role model for other staff and students - relentlessly enthusiastic, reliable and committed.</li> <li>A demonstrable commitment to the performance management and development of staff.</li> <li>Able to prioritise and manage own time effectively, balancing the demands made by teaching, subject or team management and involvement in Academy development.</li> <li>Able to demonstrate diplomacy, credibility and stature</li> <li>Creative thinker</li> <li>Team player who is able to work collaboratively in a diverse team</li> <li>Able to deal with people from a broad cross-section of backgrounds at all levels internally and externally</li> <li>Comfortable when working in uncharted territory</li> </ul>	



# The Sutton Academy

Elton Head Road, St Helens, Merseyside. WA9 5AU.

T: 01744 678859 F: 01744 678860

Email: [contact@thesuttonacademy.org.uk](mailto:contact@thesuttonacademy.org.uk)

Website: [www.thesuttonacademy.org.uk](http://www.thesuttonacademy.org.uk)

Twitter: @TheSuttonAC

Facebook: /TheSuttonAC