

Candidate Pack



**Cedar Mount
Academy**

BRIGHT FUTURES EDUCATIONAL TRUST

Principal

Welcome from our CEO



Cedar Mount
Academy
BRIGHT FUTURES EDUCATIONAL TRUST

Dear Applicant,

Thank you for your interest in Cedar Mount Academy and Bright Futures Educational Trust.

Cedar Mount Academy is on a strong and positive journey of improvement. To continue this progress we are looking to appoint a dynamic, passionate and ambitious leader to the role of Principal.

Bright Futures is a multi-academy trust currently comprising 12 academies in the northwest. We also have a significant central infrastructure including finance, HR, estates, marketing and procurement functions. We also benefit from the Bright Futures Professional Development Institute (PDI). The PDI is made up of Teaching School Hubs, a Maths Hub, a SCITT (teacher training) and a huge commercial Professional Development offer. We are outward facing and connected into networks locally, regionally and nationally. We recognise our responsibilities to provide leadership at school, trust, sector and civic levels and we know that we all benefit from the reciprocity of true collaboration.

Above all we are passionate about improving the life chances of the children, families and colleagues and communities that we serve.

We are looking for a school leader with a track record of making a difference; one who not only believes that children and young people can achieve extraordinary things but also someone who can successfully lead a team and a school to make it a reality. This role offers an experienced leader the exciting opportunity to continue the positive progress made at Cedar Mount Academy and further enhance the reputation of this school on its journey to becoming a great school – taking it to the next level to both secure and sustain success.

Reporting directly to the Deputy Chief Executive Officer, we will support you both personally and professionally, supporting your development and that of your staff and school, ensuring that you have access to educational expertise and school improvement support to drive improvements.

The successful applicant will enjoy the full support and confidence of our Trust team, the Academy's staff and local governors.

Leaders at Bright Futures are driven by a defined moral purpose. We serve with a careful balance of authority and humility taking decisions with integrity. We have a talented team of Principals and leaders who collaborate to share resources, best practice, overcome challenges and learn from each other. We share collective responsibility for all our staff, young people and children and, of course, have the highest ambitions and aspirations for their future.

Bright Futures was one of the first multi-academy trusts in the country. We grew steadily in Trafford, Manchester and Blackpool always seeking to be where we could make the most difference. We have taken on schools that face multiple challenges; we believe that our leadership should extend beyond the Trust making a positive contribution to the wider sector.

We hope that the information provided in this pack will help you to decide if you have the right qualities, skills and experience to apply for this role. If you feel that you have the vision, drive and energy to lead Cedar Mount Academy then we would be delighted to hear from you, it really is an exciting time to join the journey here at Bright Futures.

I wish you all the very best in your application and look forward to meeting you.

Best wishes,

A handwritten signature in black ink that reads 'John Wm Stephens'.

Dr John Wm Stephens CBE FCCT
Chief Executive Officer

Overview of the role



Cedar Mount
Academy
BRIGHT FUTURES EDUCATIONAL TRUST

'Educating the mind without educating the heart is no education at all' (Aristotle)

We're looking for an exceptional Principal to join us on our journey towards sustained excellence.

**The Principal at Cedar Mount Academy will provide the leadership required to ensure:
'the best for everyone, the best from everyone'.**

We are looking for candidates who will lead collaboratively and who will strive for excellence, with the highest expectations to ensure high quality experiences and excellent provision for all pupils.

We invite applications from outstanding leaders who have a desire to make a difference and have proven success within a school leadership role. You will be highly motivated, humble and passionate about making a difference to the lives of young people with the natural ability to inspire and motivate both pupils and peers.

As an exceptional teacher and experienced leader, you will make a significant contribution to the success and leadership of our school, working closely with Bright Futures Executive Team and Cedar Mount Academy Senior Leadership Team to deliver excellence in education. As a Bright Futures leader, you'll join, a brilliant, supportive network of primary, secondary and special schools with outstanding practice and access to some of the best professional development in the sector through our Teaching School Hubs.

The Principal will be a successful and experienced leader, able to enthuse, motivate and inspire children and staff, generating a love for learning at all levels and stages of life. You will also have demonstrated excellent leadership, management and communication skills in your present role. Good teamwork, high standards and a capacity for hard work will have been at the core of your success. You will be a creative thinker with an ability and determination to secure high-quality outcomes for all students. You will have an up-to-date understanding of pedagogical and behavioural research and theory and will have evidence of using this to improve your own practice, and the practice of others.

The academy has entered an exciting time in its development and this opportunity is an important next step on the journey to excellence. This is an exceptional opportunity for an experienced senior leader to embark on a role, working in a high functioning and effective team, committed to excellence and staff development and support.

Become a Trust Leader at Bright Futures Educational Trust

- ✓ You will have access to a high-quality Leadership Coach
- ✓ Opportunities to lead school improvement across the whole Trust
- ✓ Contribute to regular work through the Teaching School Hub
- ✓ Deliver CPD across the Trust
- ✓ Contribute to Trust-wide strategies

Bright Futures



Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best for everyone, the best from everyone. We are an organisation that is underpinned by values of: community, integrity, and passion. In everything we do, we remember that we are accountable to the children, families, and communities that we serve.



Community



Integrity



Passion



Our schools have their own identities, form one organisation and have one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Heads of School and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: [About Us - Bright Futures Educational Trust \(bright-futures.co.uk\)](http://Bright Futures Educational Trust (bright-futures.co.uk))

The Central Team includes the Executive Team: John Stephens, CEO; Lisa Fathers, Deputy Chief Executive Officer; Lynette Beckett, Director of People & Strategy and Anna Sharpley, Chief Finance Officer.

The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge, and support. In addition to the Executive Team, we have central operations for finance, communications and marketing, HR, educational psychology, and digital technologies. Please see our website brochure which explains our central operations: [Why Join Bright Futures](#)

Professional Development Institute

Bright Futures Professional Development Institute is another important outward facing component of our organisation.

Underneath this umbrella we have several hubs. [Bright Futures Training](#) which provides school improvement services and CPD to over 700 schools, a North West Maths' Hub [NW1 Maths Hub](#), providing mathematics training and coaching to 500 schools, and a SCITT (School Centred Initial Teacher Training) [Bright Futures SCITT](#), which is the largest in the North West. Within the Development Institute, Bright Futures also has two [Teaching School Hubs](#), serving Manchester, Stockport, Salford, and Trafford. [Bright Futures Send Outreach](#) is another service which we provide across the North West. We have also been designated as an Early Years Stronger Practice Hub to work across the North West as the [Bright Futures Early Years Hub](#).



Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the Bright Futures' family work closely together. Our Strategy was developed collaboratively and can be found on our website: [Our Strategy](#).

Cedar Mount Academy

A BRIEF HISTORY AND BACKGROUND INFORMATION

Cedar Mount Academy opened in 2000 and is co-located with Melland High School, an outstanding special school which is also part of Bright Futures Educational Trust as is Rushbrook Primary Academy which also shares the campus.

VISION, VALUES AND CULTURE

Vision

The best for everyone, the best from everyone

Mission

At Cedar Mount Academy we believe that all students should learn to be the best version of themselves, so that they leave school after five years as happy, caring and knowledgeable young people ready to contribute as global citizens. This is a school designed to support its local community and is driven by our values.

Values

Our key values have been chosen to allow students and staff to achieve things they never thought they could. We expect all members of the Cedar Mount family to:

Show respect:

We are polite and courteous at all times

Be honest:

We tell the truth and take responsibility for our own actions

Be kind:

We think of others and act in a way that benefits our whole community

Show resilience:

We never give up and have the strength to face challenges, knowing that we can always improve

Work hard:

We complete every task to the best of our ability, knowing that by working hard we can meet our potential



Our school is a fantastic place to work. We have been on a strong journey of improvement and are ambitious about our next steps. We are a team of staff and students who are working together relentlessly to ensure a strong education for our students. You will benefit from supportive colleagues, a strong leadership team with a range of experience, a supportive Trust, engaged parents and students; and a very warm and welcoming school.

We are open, supportive and flexible with high-quality CPD opportunities through our Teaching School Hubs and Professional Development Institute where we are able to harness the very practice.

OUR AIMS

The school has the following aims in offering a world class education for all students:

- To help students become the best version of themselves so they can make sense of change, and improve the world
- To provide a curriculum that enables students to be successful, to be challenged and to meet their potential
- To create an inclusive community that allows everyone's identity to be recognised, celebrated and valued, and for individuals to flourish
- To offer equity of opportunity to all members of the community so they can develop the knowledge and skills needed to go into the world and be successful
- To ensure all members of the community take responsibility for their own actions and support others to make the right choices

OVERARCHING PRINCIPLES

Education is the entitlement to powerful knowledge that takes students beyond their experiences. The curriculum at Cedar Mount Academy is designed to enable students to acquire knowledge, understanding, skills and behaviours that take them beyond their context. This is knowledge that our students may not have had access to before. These skills and behaviours enable students to become useful citizens in a global society.

Social and cultural mobility are the keys to securing high quality, lifelong, positive academic outcomes for our students and allowing them to be the best versions of themselves. We have a wonderful enrichment offer to complement the curriculum which teaches students how to behave, present themselves and represent their community.

Running throughout Cedar Mount Academy is a relentless desire for our students to be happy. We have a Trust-wide commitment to wellbeing which is lived out here at Cedar Mount Academy. We believe our students need to be challenged to think and work hard but we 'challenge with compassion': every student will be given the opportunity to achieve academic success in a supportive and creative environment.

THE CEDAR MOUNT ACADEMY WAY

“Leaders’ strong moral purpose and unwavering focus to create a positive culture for learning has transformed the school into a better place.” Ofsted 2023

Cedar Mount Academy is a fantastic school. We believe that all students should learn to be the best version of themselves so that they leave school after five years as happy, caring and knowledgeable scholars.

We are a school designed to support and develop our local community, driven by our core values. Our firm belief in these values ensures our commitment to high-quality education for all students.

Parents who choose to send their children to Cedar Mount Academy know they will be giving their child an opportunity to learn in a hardworking, academic culture that brings out the best in everyone.

At Cedar Mount Academy we ensure students have access to a wide range of educational opportunities, both academic and extra-curricular, that prepare them for their future and open up their prospects for further development. We are proud to give our students authentic experiences that excite and interest them. We have notable success in sports (we are City Champions in a range of events), public speaking, drama (students have taken part in a range of performances) and much more. Students enjoy many trips, visits, and residential opportunities, enabling them to enjoy the very best experiences so they thrive in all they do.

We are a diverse and multicultural community where differences are celebrated and where students are given high quality pastoral care from our wonderful staff team. The school offers a vibrant, studious, calm and welcoming environment. Ofsted said this year (2023): “...the school is like a second family”.

We have been on a strong journey of improvement and are ambitious about our next steps. Leadership is strong and ambitious, and the curriculum work has been extensive. Our last inspection in April 2023 gives us much to celebrate with three areas of school judged as securely ‘Good’:

- Leadership and Management – Good
- Behaviour and Attitudes – Good
- Personal Development – Good

Exciting work is underway to embed the curriculum work and secure ‘Good’ for the ‘Quality of Education’, whilst ensuring that we continue to build on the significant improvements in other areas. This is an exciting time to join our thriving school community and we are proud of the difference we are making to children’s lives.

“Cedar Mount is a welcoming and inclusive school. Pupils share highly positive relationships with staff and their peers. They know that staff care deeply for them. This helps pupils to feel happy and safe in school. Pupils say that the school is like a second family” and “Leaders have developed a rich, varied and ambitious curriculum. Pupils enjoy learning new knowledge and ideas”.

Further information about the school can be found on our website: <https://cedarmount.bright-futures.co.uk/>

Why work for us?

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, and treated fairly and with dignity and respect. Please see the Equality, Diversity, and Inclusion statement on our website.

Terms and Conditions

Salary	Leadership pay range L29-L35, currently £94,361 - £109,309 subject to a pay award (to be agreed) in September 2024.
Pension	Teachers Pension Scheme: https://www.teacherspensions.co.uk/
Other	We offer salary sacrifice schemes for purchasing bikes used for travel to work and technology for personal use, through monthly interest free salary deductions. We also offer opportunities for professional development.
Start Date	January 2025 (to be negotiated)



Bright Futures
EDUCATIONAL TRUST
The best for everyone, the best from everyone

A Great Place to Lead

At Bright Futures we offer endless opportunities to lead:

- Leadership coaching
- National Professional Qualifications (NPQ) and Early Career Framework (ECF) facilitation
- System leaders e.g., National Leaders of Education (NLEs)/Specialist Leaders of Education (SLEs)
- Involvement with school-to-school reviews
- Mentoring Early Career Teachers and trainee teachers
- Networks



How to apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education (2021), require us to check various details of job applicants and an identical application format for each candidate enables us to do this. We use a process that does not identify personal characteristics to the shortlisting panel. This is part of our commitment to equality and diversity.

Our application form is available online, along with the disclosure of criminal background form. The portal link is www.joincedarmountacademy.co.uk

Alternatively, you can click Apply Now on this role via the current vacancies page of our website.

Closing date: Monday 16 September 2024

Longlisting interviews (remote): Wednesday 18 September 2024

Selection dates (in person):

Day 1 Interviews: Thursday 26 September & Day 2 Final Interviews: Friday 27 September 2024

You will be notified as soon after the closing date as possible whether you have been shortlisted.

You can contact Satis for an informal conversation about this role via:

Laura McGunigle 07931384683 laura@satiseducation.co.uk or Dave Lancaster 07516576118
dave@satiseducation.co.uk

Opportunities to meet the Deputy CEO and have a tour of the school can be arranged on Thursday 29 August, Friday 6 September, Tuesday 10 September (afternoon).

Keeping Children Safe in Education

Bright Futures Educational 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 exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Data Privacy

You can read the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: Applicant Privacy Notice.

Job Description



**Cedar Mount
Academy**

BRIGHT FUTURES EDUCATIONAL TRUST

CEDAR MOUNT ACADEMY

Principal

Leadership pay range L29-L35 £94,361 - £109,309

The Principal of Cedar Mount Academy will provide the leadership required to ensure 'the best for everyone, the best from everyone'. We are looking for candidates who will lead collaboratively and who will strive for excellence in their professional development and in making outstanding provision for all pupils. The post reports into the Trust's Deputy Chief Executive Officer and is supported by a local governing body. For the duration of the autumn term, there are two experienced headteachers acting as interim Co-Principals. Once the permanent Principal is appointed, these colleagues will support the induction and handover to the the new Principal in 2025.

The detail of the role description is contained below. This should be considered within the context of the high standards emphasised in the domains of the 2020 Headteacher Standards:

Key responsibilities:

The Principal will:

Lead on excellent progress, participation and achievement for all pupils equitably via a rich and diverse curriculum.

- Ensure that the school continues to improve and has the capacity for sustainable improvement in all aspects of the curriculum and wider offers
- Ensure that high quality teaching and learning takes place consistently
- Ensure the continuing development of a rich and relevant curriculum and enrichment programme
- Make effective use of accurate data analysis to inform planning and support strategies to raise attainment, secure good progress and address underperformance of groups and individual students
- Ensure the school holds ambitious expectations for all pupils including those with additional and special educational needs and/or disabilities
- Forge collaborative networks within and beyond the school including with other Trust schools in a climate of mutual challenge and support
- Establish effective relationships with other schools and organisations
- Teaching School Hubs and external partners such as the local authority and agencies to identify and maximise opportunities
- Ensure that attainment and progress targets are met and improvement is secured
- Ensure high quality staff training and development successfully impacts on raising standards in teaching and learning
- Ensure the school works effectively in partnership with parents, carers and partner professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- Secure exemplary behaviour and attendance for all students and staff
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice and subsequent statutory guidance

Job Description



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BRIGHT FUTURES EDUCATIONAL TRUST

Provide an environment where our people are valued

- Ensure that all staff are positively engaged, enjoy equitable treatment, are held to account, supported and challenged
- Nurture an environment where people's wellbeing and development are evident through compassionate leadership, behaviours, strategies and decision making
- Ensure an effective staffing structure, where accountabilities are clear and people are listened to, held to account, supported and developed
- Ensure that staff training and development is targeted to needs and measured to ensure that it positively impacts on teaching and learning standards
- Implement the Trust's people policies to ensure that people are recruited, managed, supported and developed appropriately and in accordance with our vision, mission, values and commitments
- Lead on health, wellbeing, workload, safeguarding and general safety across the academy for pupils and staff, ensuring that a safe environment is experienced by all
- Ensure an environment that embraces equality, diversity, inclusion and social justice
- Ensure that there are open and transparent verbal and written communication strategies are implemented with staff, pupils, parents/carers and the local community
- Maximise opportunities for staff afforded by being part of Bright Futures Educational Trust
- Be a visible presence for pupils, parents/carers and the local community and sustain effective and positive relationships
- Contribute to support programmes for students and staff that may include weekends and holiday periods

Ensure financial viability

- Plan for sustained financial viability enabling flexible investment in school improvement.
- Contribute to the production of annual school budgets, for approval by the Trust Board, which enable high quality teaching and learning and value for money
- Work closely with the Central Finance Team to monitor budgets throughout the year and hold budget holders to account for their expenditure
- Ensure all financial transactions undertaken by academy staff, are in accordance with the Trust's finance handbook and financial control environment
- Proactively engage with external partners, the local community and colleagues to attract new pupils to the school

Robust governance through effective systems and processes

- Demonstrate understanding of the Trust's delegation framework, act in accordance with its parameters and unite behind all decisions
- Provide transparent and thorough reporting and updates to the school local governing body in order for them to challenge and hold the school to account and/or to make decisions
- Lead on the establishment of robust systems and processes across all areas of the academy, ensuring that the impact can always be measured
- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- Identify, manage and mitigate against risks using the Trust's risk management framework

Job Description



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Other general Senior Leadership responsibilities, behaviours and expectations

- Develop and maintain a culture of high expectations for self and others
- Contribute to improvements across the whole Trust
- Lead by example in all aspects of leadership consistently promoting the Trust's vision, values and commitments
- Commitment to the development of all staff as well as challenging underperformance at all levels and ensuring effective action and follow up at an appropriate pace
- Work to the 'Nolan Principles' of public life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership
- A commitment to maintaining confidentiality and acting with discretion at all times
- Support and occasionally lead the development and maintenance of Trust-wide and school policies and practices to ensure consistent application
- A positive approach to challenges, which seeks solutions to problems and addresses difficulties with positivity and good humour

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974.

Person Specification

Category	Essential	Desirable	Means of Identification
<p>Qualifications, Education, Training</p>	<ul style="list-style-type: none"> • Degree and/or Qualified teacher status or equivalent • Evidence of continuing professional development or further professional study 	<ul style="list-style-type: none"> • Post graduate qualification or professional qualification e.g. NPQSL/NPQH/ • Designated Safeguarding Leader Trained 	<p>Application form</p> <p>Certificates</p>
<p>Relevant Experience</p>	<ul style="list-style-type: none"> • Successful school leadership in a senior management role (Deputy/Vice Principal or higher) demonstrated through impact, outcomes and achievements • Track record as a leader, of raising standards and achievement, demonstrated with outcomes • Evidenced experience across the broad range of key responsibilities outlined in the job description 	<ul style="list-style-type: none"> • Experience of working as a leader in more than one setting • Experience of working in schools that are Ofsted graded 'Good' or better 	<p>Application</p> <p>Interview</p> <p>Tasks</p> <p>References</p>
<p>Safeguarding</p>	<ul style="list-style-type: none"> • Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people 	<ul style="list-style-type: none"> • Knowledge of 'Keeping Children Safe In Education' (KCSIE) and 'Meeting Digital and Technology Standards in Schools and Colleges' government guidelines 	<p>Application Form</p> <p>Interview</p> <p>Task</p>

<p>Others</p>	<ul style="list-style-type: none"> • A passionate commitment to develop the best in young people • A positive mindset focused on solutions • A commitment to further training and a willingness to participate in relevant CPD • Willingness to be engaged in partnership and community activities • Commitment to the vision and values of the Academy and the Trust • A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour • To be prepared to work flexibly, outside the usual Academy hours 		<p>Application</p> <p>Interview</p> <p>Tasks</p> <p>References</p>
<p>Our Values</p>	<ul style="list-style-type: none"> • Community: Evidence of working together for a common purpose and encouraging diversity • Integrity: Evidence of doing the right things for the right reason • Passion: Evidence of taking personal responsibility, working hard and having high aspirations 		<p>Interview</p> <p>Tasks</p>
<p>Pre-Employment Screening</p>	<ul style="list-style-type: none"> • Enhanced DBS check • Two satisfactory employment references, from the last two employers • Evidence of the right to work in the UK • Online screening • ID checks 		<p>On-line DBS check</p> <p>References deemed suitable by Bright Futures Educational Trust</p> <p>Passport or other evidence allowed by UK Home Office</p>