



 **SMITH'S WOOD**  
ACADEMY

## **TEACHER OF SCIENCE & EXCELLENCE LEADER**

Candidate Information Pack

Closing Date: Midday, Monday 21<sup>st</sup> January 2019

Interviews: W/C 4<sup>th</sup> February 2019

PART OF THE FAIRFAX MULTI-ACADEMY TRUST

 **FAIRFAX**  
MULTI-ACADEMY TRUST



## **10 WAYS FAIRFAX MULTI-ACADEMY TRUST PROMOTE A GOOD WORK-LIFE BALANCE**

The wellbeing of our staff is paramount to the success of Fairfax Multi-Academy Trust, and we very much strive to achieve a healthy work-life balance amongst our colleagues. Community spirit is at the heart of the Trust and school-to-school support is key to the wellbeing of all employees, regardless of post or career stage.

- ☐ No pressure to 'put on a show' in lessons. A culture of coaching and development is reinforced through no lesson grades.
- ☐ Comprehensive support package for NQTs, and a development package for NQTs + 1.
- ☐ No requirement to work late and emailing after 7pm is strongly discouraged.
- ☐ Centralised behaviour detentions including lates.
- ☐ Everyone has the highest expectations and there is a clear system of sanctions to support staff in managing behaviour.
- ☐ Open door policy to access Senior Leadership support, i.e. accessible and approachable SLT.
- ☐ Flexible working is supported wherever possible.
- ☐ Collaborative planning and co-creation of resources is encouraged, and staff are given regular dedicated faculty time and opportunities to network across Trust academies.
- ☐ A supportive Special Leave Policy.
- ☐ Effective administrative team to support teachers including Reprographics, ICT Support and data analysis completed centrally.

## **ADDITIONAL WAYS IN WHICH SMITH'S WOOD ACADEMY PROMOTE A GOOD WORK-LIFE BALANCE**

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At Smith's Wood Academy, you will also benefit from the following:

- No marking of classwork - our feedback policy has proven to be more effective and helped to reduce teacher workload.
- Excellent sport and fitness facilities, including a fully equipped fitness suite and swimming pool.

## WELCOME - *CEO of the Trust*

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Dear Candidate

Firstly, thank you for considering joining one of the Academies within the Fairfax Multi-Academy Trust (FMAT).

Fairfax Multi-Academy Trust was established in 2014 and is grounded in the values, established over 60 years ago, of the founding MAT School – Fairfax.



I joined Fairfax in 2007, and like you, had a choice about where to work. I came to Fairfax because I believed in its values: tradition; excellence; ambition; dedication; integrity. Gordon Philpott, the founding Head Teacher of Fairfax, was passionate about social mobility. He believed that all of his pupils, many of whom would be considered disadvantaged today, deserved nothing less than excellence. I knew there was no better school to join if I wanted to make a difference. It is the very same inspiration that continues to drive our teachers, leaders, governors and support staff across the Trust today. We are looking for individuals who share our drive and ambition to make a difference to the lives of our pupils.

I do hope you find this pack informative, and I look forward to hearing from the Head of Academy about your application. You will be joining an organisation that can offer you many opportunities to progress and make a difference!

Yours sincerely

A handwritten signature in black ink, appearing to read 'Chris Stevens', followed by a long horizontal line.

**Mr. Chris Stevens**  
**Interim CEO | Fairfax Multi-Academy Trust**

## WELCOME – *Head of Academy*

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Dear Candidate,

Thank you for expressing an interest in Smith's Wood Academy.

At Smith's Wood we do things *the Smith's Wood Way*. This means that we strive for excellence in all that we do; we are dedicated and ambitious for ourselves and each other. We truly believe that there is dignity in hard work and effort and we believe in taking a traditional approach – manners, courtesy and respect are integral to our work. We believe in being open and transparent and in working with absolute integrity. I am proud to say that this is a school where staff and students support each other and take collective responsibility.

Having converted to an Academy on 1<sup>st</sup> April 2017 Smith's Wood is currently at a pivotal point in its long history; this is an exciting opportunity to be involved in transforming the future direction of Smith's Wood to make it one of the leading schools in the country. I am relentless in my drive and ambition to improve the outcomes for all who choose to join us on our journey.

Smith's Wood Academy is a special place to learn and work; I urge anyone considering applying for a post with us to visit us, talk to existing colleagues and to our students to find out exactly what it is that makes us so special. I hope that you like what you read and that you choose to take the first steps in joining the Smith's Wood Team.

Yours sincerely,



**Katy Craig**  
**Head of Academy**



## CONTEXT - *Our school*

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Smith's Wood Academy is located in the north of Solihull. There are approximately 1200 students on roll. Smith's Wood is located in the north of the borough and falls within one of the most deprived areas in the country; the proportion of pupils in receipt of the Pupil Premium is well above average.

Smith's Wood converted to an academy on the 1<sup>st</sup> April 2017, working in partnership with the Fairfax Multi-Academy Trust (FMAT) – already this partnership is highly effective in bringing about real and sustainable changes to the school and its community. The newly established leadership team is making important and rapid gains in terms of school improvement. We absolutely need to keep this momentum going and hope that you choose to join us as we move forward.

## SENIOR LEADERSHIP

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### *The Team*

#### **Head of Academy**

Mrs Katy Craig

#### **Deputy Head of Academy**

Mr Andrew Deen

#### **Deputy Head of Academy**

Mr Richard Cornell

#### **Assistant Head – Student Welfare**

Mrs Jackie Mace

#### **Assistant Head of Academy – Behaviour**

Mr Jon Morris

#### **Associate Assistant Head of Academy – English**

Mrs Michelle Corrigan

#### **Associate Assistant Head of Academy – Mathematics**

Mr Dave Clarke

#### **Associate Assistant Head of Academy – Science**

Mr Stephen Thorpe

#### **Associate Assistant Head of Academy – Humanities**

Mr Daniel Giles

#### **Associate Assistant Head of Academy – Vocational Learning**

Mrs Wendy Seward

#### **Associate Assistant Head of Academy – Creative & Performing Arts**

Mrs Louise Ellis

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must have qualified teacher status and be registered with the Teaching Agency. Any offer of employment will be subject to receipt of a satisfactory DBS certificate.

## **SUBJECT: Interview Lesson**

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Shortlisted candidates will be required to teach a lesson. We are seeking to appoint an outstanding practitioner. When planning for this, please consider the guidance below.

### **WHAT WE WILL BE LOOKING FOR:**

- teaching that engages and includes all students with work that is challenging enough and that meets the students' needs;
- teachers who command the respect of their classes, set out clear expectations for students' behaviour and, where appropriate, start and finish lessons on time and manage teaching resources effectively;
- responses from students within the lesson that demonstrates sufficient gains in their knowledge, skills and understanding;
- teachers who monitor students' responses in lessons and adapt their approach accordingly;
- teachers that seek to assess the effectiveness of their own teaching and adapt accordingly;
- teachers who give the necessary attention to the most able, and the disadvantaged, as they do to low-attaining students or those who struggle at school in their education.

### **PLEASE NOTE**

Details of the class and the duration of the lesson will be provided pre-interview.

### **RESOURCES AVAILABLE**

A projector and white board will be available  
Classrooms are set out in rows  
Students will have their exercise books

Any further requirements, please let us know.

**Further details regarding the selection process will be issued prior to interview.**





**POST HOLDER:**

**RESPONSIBLE TO:** Assistant Head of Academy

**LINE MANAGEMENT OF:**

**WORKING HOURS:** As per school teachers' pay and conditions

**WORKING PATTERN:** As per school teachers' pay and conditions

**SALARY:** Main pay scale plus FMAT TLR 2 (£10,937)

**HOLIDAY ENTITLEMENT:** As per school teachers' pay and conditions

**JOB PURPOSE**

The Excellence Leader will work with all students and their parents, within an identified year group, to improve standards and academic outcomes. They will be responsible for promoting and instilling the Trust values of dedication, ambition, excellence, integrity and tradition into the children that they work with.

**Additionally, the post holder will be responsible for a whole school initiative which will be discussed at interview.**

**MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST**

(in relation to an identified year group)

1. Be accountable for the well-being, progress and development of all students and intervene as appropriate to ensure the success of all students;
2. Raise the level of student achievement by promoting the Trust values and working with curriculum leaders to remove any barriers to learning;
3. Ensure excellent standards of uniform and conduct of students in school, intervening as appropriate to ensure that the highest standards are maintained;
4. Monitor and evaluate the behaviour of students and intervene as appropriate;
5. Lead, with senior staff, students three times a day through 'line-up';
6. Develop and enhance relationships with and the engagement of all stakeholders and partners in learning;
7. Ensure effective communication between the Academy and all parents of students in the year group;
8. Oversee, monitor and evaluate reporting arrangements for students including the co-ordination, monitoring and evaluation of the annual parental consultation evening for the year group;
9. To oversee, monitor and evaluate the key calendared events for those students in the year group;
10. Contribute to the effective and efficient running of the First Time Room, Short Stay Isolation Room and on-call (to include delivering lessons);
11. Support the running of whole Academy detentions;



### **ADDITIONAL DUTIES SPECIFIC TO THIS POST**

Excellence Leaders have a whole school responsibility. This will be discussed and agreed as part of the interview process.

### **THE MANAGEMENT OF STAFF**

1. To participate in the recruitment and development of teaching and non-teaching staff of the Academy;
2. To contribute to good leadership and management practice, by ensuring positive staff participation, effective communication and procedures;
3. To provide professional advice and support in relation to behaviour management skills and identify training needs as appropriate.

### **CLASS TEACHER RESPONSIBILITIES**

To fulfil the roles and responsibilities of a classroom teacher as set out in the Academy's generic job description for a classroom teacher and to meet the Teachers' Standards.

To consistently deliver lessons that at least meet the expected standard and are often exceptional.

### **ADDITIONAL RESPONSIBILITIES**

1. To undertake such duties as their respective line manager may determine as reasonably falling within the role;
2. To undertake whole Academy duties as may be reasonably determined by the Head Teacher.

### **GENERAL**

1. Promote and safeguard the welfare of students you come into contact with.
2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
4. Be aware of, support and ensure equal opportunities for all.
5. Contribute to the overall ethos/work/aims of the Trust.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training, other learning activities and performance development as required.
9. Engage actively in the performance review process.
10. Perform any other such duties as the Head of Academy and Information and Systems Manager may from time to time determine.

*The Academy is committed to safeguarding the welfare of all children and young people and expects all staff to share this commitment.*

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**NAME:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**DATED:** \_\_\_\_\_



### EXCELLENCE LEADER

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

Experience/knowledge/qualifications	Essential	Desirable
Educated to degree level	✓	
Qualified classroom teacher	✓	
Consistently Excellent classroom teacher	✓	
Commitment to further professional development	✓	
Evidence of being able to initiate change	✓	
Experience of working with external agencies to support young people		✓
Experience of managing behaviour of challenging students	✓	
Evidence of effective working with parents and external agencies		✓
Experience of dealing effectively with challenging parents		✓
Experience of action planning for improvement, delivery of the plan and monitoring and evaluation	✓	
Knowledge of policies and procedures relating to child protection, health and safety, equal opportunities and confidentiality	✓	
Personal qualities and attitudes	Essential	Desirable
A positive, 'can-do' attitude and approach to work	✓	
Actively demonstrates Trust values in all that they do – acts as a role model to others	✓	
Completes all tasks to the very highest of standards	✓	

Ability to prioritise and deal with conflicting demands	✓	
Ability to work autonomously with minimum supervision, or as part of a team as necessary	✓	
Ability to maintain confidentiality and deal with situations in a tactful manner	✓	
Ability to follow set procedures	✓	
Excellent attendance and punctuality	✓	
Willing to undertake appropriate training and development with a positive attitude	✓	

#### **ADDITIONAL DUTIES SPECIFIC TO THIS POST (RAISING ASPIRATIONS & REWARDS)**

1. To ensure that a planned programme is delivered to each year group that is focused on raising aspirations and building cultural capital.
2. To be responsible for all awards and rewards across the Academy ensuring that a positive culture and ethos is built.

#### **ADDITIONAL DUTIES SPECIFIC TO THIS POST (PARENTAL ENGAGEMENT & PARTICIPATION)**

1. To ensure that relationships with parents and carers are improved through the planning and delivery of a parental engagement programme. This will include organisation and leadership of the PTA, parental communication (In the Know) and the organisation of Parents' Forum.
2. To promote and raise participation rates in extra-curricular activities across the Academy.

#### **ADDITIONAL DUTIES SPECIFIC TO THIS POST (PUPIL PREMIUM)**

1. To ensure that a robust action plan for the spending of the Pupil Premium and Year 7 Catch-Up grants is in place, delivered and monitored and evaluated.
2. To act as an advocate for Pupil Premium Students and ensure their needs are met through managing resources across the Academy.

#### **ADDITIONAL DUTIES SPECIFIC TO THIS POST (YEAR 11 INTERVENTION)**

3. To ensure that a robust action plan for raising achievement in Year 11 is in place and that it is delivered, monitored and evaluated.
4. Work with middle leaders and pastoral managers to identify barriers to good progress and action plan to remove these barriers.