



# Aston Manor Academy

part of Equitas Academies Trust

## Appointment of Headteacher

Information for candidates





# Letter from the Chair of the Trust Board

Dear Applicant

Thank you for your interest in this important post. The vacancy has arisen because of the retirement of Heather Roberts, following thirteen successful years as Headteacher at Aston Manor Academy three of which have been as Executive Headteacher of Equitas Academies Trust incorporating Aston Manor Academy (secondary) and Chilwell Croft Academy (Primary).

We are not seeking an Executive Headteacher to oversee the two schools we are seeking someone with vision and drive to continue to move Aston Manor Academy forward so that it remains successful in all aspects

Aston Manor Academy has become a successful school with a strong reputation both within the community and further afield. We are heavily oversubscribed in years 7 to 11 and numbers in the Sixth Form have increased year on year for the past three years. Currently we have 173 students in years 12 and 13 but this is set to rise to 200 in September 2017.

My fellow Trustees and I are looking to appoint an exceptional, inspirational and strategic leader with the skills, drive and ambition to build upon our achievements to date and to take the Academy forward into the years ahead. We want to appoint a Headteacher to further develop teaching and learning, our facilities and the wide range of educational and extra-curricular opportunities that our students enjoy.

We also know that we are facing some new challenges with decreasing budgets and increasing costs but currently the school is financially stable with a healthy reserve. Aston Manor is the main sponsor of Chilwell Croft Primary Academy which has been on a long journey to ensure its improvement. Currently it is judged as requiring improvement but will hopefully move to good in the next inspection.

No Headteacher can lead on their own, the role is about developing, motivating and empowering a talented and professional staff team and maximising the support of a highly committed team of Trustees. Aston Manor Academy certainly has both, making this a very exciting opportunity for any potential candidate.

The successful candidate will be offered a competitive salary subject to negotiation.

Within this brochure you will find the instructions on how to apply for the post, together with the various stages of the selection programme. Applications will be assessed on professional competence, communication skills, strong leadership and good interpersonal skills.

Please ensure you respond as requested, as we have designed the process to make our review of all the evidence fair and equitable.



I do hope you will take the opportunity to visit the Academy and I hope your visit will inspire you to apply for the post.

Please telephone the HR Department on 0121 359 8108 to arrange a visit or to seek any clarification.

Heather Roberts, current Executive Headteacher, is happy to field any informal enquiries. She can be contacted through calling the Academy on 0121 359 8108.

The Trustees look forward to hearing from you.

Yours sincerely,

**Alex Lofthouse**

**Chair of Equitas Academies Trust**





# Information about Aston Manor Academy

Aston Manor Academy is a good school with outstanding leadership and management, and behaviour and safety (Ofsted 2013). It serves the inner city areas of Aston and Nechells which are both located in the Ladywood constituency, one of the most socially and environmentally disadvantaged constituencies in the UK. Aston Manor became a Foundation school in 2007 and converted to an Academy in 2011, then became a sponsor Academy in 2012.

Half of our students (323) are eligible for free school meals although the percentage of students who have had any period of eligibility for free school meals is 546 (Autumn Census 2016).

Aston Manor is in a unique position in having a well-balanced culturally diverse intake of students with no dominant ethnic group (see RAISE online). There are at least 44 heritage groups represented in the school population. The school currently has 22 students with EHC plans. Attainment on entry is low (see RAISE online) with students in all years having a significantly lower KS2 APS than is found nationally. The gender balance is relatively even in both KS3 and KS4.

Outcomes for individuals and groups of students are outstanding overall and value added at KS4 is currently 0.69, second highest in the city and places us in the top 2% of schools nationally.

Our Sixth Form vocational results have always been exceptional and currently have a value added score of over 1 but our academic courses have not historically been as strong. However in 2016 academic courses have a positive value added score for the first time and we are predicting an even stronger set of results in summer 2017.

Aston Manor is heavily involved in Initial Teacher Training (ITT) through the Titan SCITT and also has very strong links with a significant number of universities across the Midlands. We have utilised these links to maximum effect and appointed some exceptionally strong members of staff through these training programmes, some of whom are now members of the Senior Leadership Team.

The very strong Leadership Team comprises of the Headteacher and:

Jill Sweeney:	Deputy Headteacher
Stacey Lander:	Deputy Headteacher
Neil Turner:	Assistant Headteacher (Teaching and Learning)
Sandra Coleman:	Assistant Headteacher (Lead DSL and SEN)
James Forbes:	Assistant Headteacher (KS4)
Shagufta Hussain:	Assistant Headteacher (KS3)
Daniel Preston:	Assistant Headteacher (Sixth Form)
Zoe Jones:	Assistant Headteacher (Literacy and Numeracy)



# Information about Aston Manor Academy

Student Voice is very strong at Aston Manor and is used in all appointments, all teaching and learning reviews and in supporting us in our drive to continue to improve the experiences for all of our students. Behaviour is generally outstanding with very little disruption to teaching and learning, however we are a school of over 900 students and there are always areas in which we can improve. Staff are exceptionally committed to improving the outcomes and experiences of our students and will go the 'extra mile' without exception. Parents are usually very supportive in what we are trying to achieve and Parents Evenings are, on the whole, well attended (80 – 90%).

In order to continue to move the Academy forward Trustees have identified the following key priorities:

- To secure improvement in student progress and attainment at Key Stage 4 with a particular focus on high end attainment
- To maintain a relevant, engaging and inclusive curriculum that enables successful outcomes for all students
- To narrow any gaps between the performance of different groups of students through effective intervention
- To ensure the recruitment and retention of high quality staff while maintaining financial stability in a volatile climate
- To continue to improve the reputation of the Sixth Form by ensuring academic courses achieve in line with vocational courses





# The Application Process

## Information for Potential Applicants

Please note that your application will be copied and distributed to the Trust Boards' Selection Committee. It is important that any communication with us is clear and concise.

## How To Apply

Please complete the application form available on the Aston Manor Academy website: [www.astonmanoracademy.com/vacancies](http://www.astonmanoracademy.com/vacancies). You can also request an application pack from the Human Resources department by phone : 0121 359 8108 or via email : [jobs@astonmanoracademy.com](mailto:jobs@astonmanoracademy.com)

The application should be accompanied by a letter of application addressed to Alex Lofthouse, Chair of Equitas Academies Trust Board . The letter should enhance, but not repeat the information given in the form. The letter should be of no more than two sides of A4 and should address the following question:-

### **What skills do you believe to be critically important in leading Aston Manor Academy at this time?**

Your letter should explain how your career to date has prepared you to successfully take up the role of Headteacher at Aston Manor.

You should take each of the essential and desirable criteria found on the person specification and, wherever possible in your written application, demonstrate how and why you meet these criteria. This will assist the Trustees in shortlisting, so you can clearly see whether you meet their requirements. You must give relevant examples. Also, please ensure that in the application form you give details of professional referees.

## Returning the Application Form and Letter

These should be returned to the Human Resources department by Monday 30<sup>th</sup> January 2016 (midday)  
All applications will be acknowledged by email.

Please send the completed application form and letter to [jobs@astonmanoracademy.com](mailto:jobs@astonmanoracademy.com)

Or to the Academy address:

Aston Manor Academy,  
Phillips Street, Aston,  
Birmingham,  
B6 4PZ



# The Selection Process

The schedule will be as follows:

**Shortlisting** – week commencing 30 January 2017

All candidates will then be contacted to confirm whether or not they have been shortlisted.

**Interview Process**

Interviews – week commencing 6 February 2017

The selection process will consist of:

## **Day 1**

- Panel Interviews
- Written / Data Tasks
- Student Focus Groups

Further shortlisting will take place and those successful will be invited to the second day

## **Day 2**

- Formal interview and presentation

## **Expenses**

Expenses at a maximum of £100 will be reimbursed for costs incurred by shortlisted candidates.





# Job Description

## Job Purpose

To provide inspirational leadership to students and staff, ensuring that the strategic development of Aston Manor Academy brings continual success and builds on the ethos: all different, all equal, all achieving.

The Headteacher will energise and inspire students, staff, parents and carers and the wider community to ensure every student achieves his or her full potential and is equipped to take advantage of an increasingly wide range of opportunities.

The Headteacher will work with the Trust Board, stakeholders and the wider community to provide professional leadership, vision and direction for the Academy. The Headteacher will establish a culture that promotes excellence, equality and high expectations of all.



## Ethos and Vision

- To have a clear vision for the development of the Academy which will ultimately result in Aston Manor Academy being judged outstanding.
- Promote a culture of encouragement, support and challenge in order to achieve each student's full potential and the highest possible educational standards
- Ensure this vision is clearly and effectively articulated, shared and understood. Translate this vision into agreed objectives and operational plans which will promote and sustain Academy improvement
- Promote creativity, innovation and the use of appropriate new technologies to achieve excellence
- Work in partnership with the Trust Board to develop the strategic vision for the Academy, ensuring that it is clearly articulated, shared, understood and acted on effectively by all.
- Ensure that strategic planning takes account of the diversity of the Academy and wider communities and Aston Manor's intrinsic values
- Continue to develop Aston Manor's relationships with the local community, businesses and wider organisations.





## Leadership and Management

- Develop, motivate and lead all staff to achieve the highest professional standards
- Build a collaborative learning culture within the Academy and actively engage with other primary and secondary schools and other agencies to build effective learning communities
- Develop and propose the annual budget and the three-year budget plan consistent with the Academies' priorities as outlined in the School Improvement Plan.
- Monitor and review the use of premises and resources to ensure they contribute effectively to providing an efficient and safe learning environment consistent with the school's values and proposed priorities for expenditure.
- Produce and implement clear, evidence-based plans for the development of the Academy and its facilities in the light of changing requirements and priorities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the Academy.
- Work closely with the HR department to ensure all staffing requirements are in place.
- Be responsible for Academy Finances and work closely with the Business Manager to manage the Finance function
- Maintain sound procedures for the security, supervision and maintenance of the Academy environment ensuring that all health and safety regulations are met
- Manage your own personal professional development whilst ensuring the well-being of and a good work/life balance for all personnel
- Advise the Trust as required, forming a pro-active and effective and honest working partnership with them
- Ensure that all responsibilities delegated by the Trust are carried out
- Ensure the Academy premises are fit for purpose for current and future needs including site development

## Teaching, Learning, Curriculum and Standards

- Ensure that the curriculum is broad, balanced, diverse and flexible and offers opportunities for all students to be successful and engaged.
- Create the conditions for creative, responsive and effective approaches to teaching and learning which enable students to become efficient, enthusiastic and independent learners.
- Promote a culture that encourages every student to become self-confident and to show respect for others.
- Ensure that learning is at the centre of strategic planning and resource management.
- Set appropriate and challenging curriculum targets for all students.
- Maintain and develop an effective assessment, recording and reporting system which promotes and celebrates all forms of student achievement.
- Ensure a consistent and continuous focus on student achievement using data and benchmarking to maintain significant progress for all.
- Maintain and develop strategies to secure high standards of behaviour and attendance.
- Provide nurturing and attentive pastoral care for all students

## Communication

- Build effective relationships with all stakeholders through excellent communication and interpersonal skills, taking and providing appropriate advice
- Consistently use and develop information systems to ensure exemplary communication links with all stakeholders
- Co-ordinate the Academy's work with primary and secondary schools to ensure smooth transitions and continuity of learning.
- Regularly and effectively communicate the progress of every child's learning to the relevant stakeholders
- Work with the Trust to provide information on all relevant aspects of the Academy, its progress and intended development





# Person Specification

Criteria	Essential	Desirable	Assessed by application	Assessed by selection process
<b>Qualifications</b>				
A first degree or equivalent		✓	✓	
Qualified Teacher Status (QTS).	✓		✓	
NPQH and Higher Education qualification other than initial teacher training		✓	✓	
Evidence of recent and relevant training and development in preparation for headship.	✓		✓	
<b>Professional experience and knowledge</b>				
Substantial experience of teaching	✓		✓	✓
Successful strategic experience of leading and managing at headship/ deputy headship level in a multicultural secondary school or other educational organisation.	✓		✓	✓
In depth knowledge and understanding of the wider educational agenda including current national policies and educational issues as well as the statutory and legal framework governing the operation of a 11-19 school	✓		✓	✓
Proven track record in leading and managing staff including building a successful team, delegating effectively and implementing and managing change.	✓		✓	✓
Successful experiences of raising standards for all, with measurable outcomes, as a result of own contribution in a school or other educational institution, in the pursuit of excellence.	✓		✓	✓



# Person Specification

Criteria	Essential	Desirable	Assessed by application	Assessed by selection process
<b>Personal aptitudes, qualities and skills</b>				
To have high expectations and the ability to think and plan strategically to reflect, promote and deliver the schools vision, ethos, priorities and targets whilst empowering others to take them forward	✓		✓	✓
To be articulate and approachable with excellent interpersonal skills both verbally and in writing.	✓		✓	✓
To have proven sound decision-making skills combined with the ability to lead, influence and manage change	✓		✓	✓
To be astute and perceptive with strong analytical skills and the ability to use sound judgement in order to anticipate conflict and resolve issues imaginatively.	✓		✓	✓
To be proactive, innovative and versatile with a high level of drive, energy, enthusiasm, resilience, reliability, integrity and a sense of humour.	✓			✓
To be able to relate empathetically to staff, students, parents/carers, governors and other stakeholders	✓			✓
To be able to prioritise, plan and organise effectively.	✓		✓	✓
<b>Shaping the future</b>				
Experience of and commitment to, working with the Trust Board to develop collaboratively a school vision which embraces excellence, high standards and inclusion.		✓	✓	✓
Proven record of providing vision, a sense of purpose and high aspirations for a school or other educational institution with a departmental focus on raising student achievement.	✓		✓	✓
A commitment to a student-centred approach, with an equitable and inclusive school in which the academic and personal welfare of each student is paramount.		✓	✓	✓





# Person Specification

Criteria	Essential	Desirable	Assessed by application	Assessed by selection process
<b>Leading, learning and teaching</b>				
An outstanding classroom practitioner with the ability to monitor and evaluate performance continuously in order to improve the quality of teaching and learning and maintain and stretch high standards	✓		✓	✓
Successful experience of positive behaviour management and developing a student focused, inclusive and effective learning environment so that behaviour and attendance are outstanding.		✓	✓	✓
Successful experience of curriculum development along with an understanding of the issues associated with choice and flexibility to meet the personalised learning agenda	✓		✓	✓
Proven experience of the implementation of effective assessment procedures and an understanding of assessment for learning needs for students.	✓		✓	✓
<b>Developing self and working with others</b>				
To be a high profile professional who demands excellence, confidence, trust and respect from both the whole school and wider community	✓			✓
To have substantial experience of building on the good practice and expertise of staff so that they have the necessary skills and knowledge to raise standards, promote equality, respect diversity and challenge stereotypes to promote the rights of children and young people.	✓		✓	✓
To demonstrate a successful work-life balance	✓		✓	✓
Evidence of highly developed skills in performance management, recognising high performance and tackling under performance through to resolution.	✓		✓	✓
Evidence of experience of partnership or collaborative working, including school to school support	✓		✓	✓



# Person Specification

Criteria	Essential	Desirable	Assessed by application	Assessed by selection process
<b>Managing the Academy</b>				
Successful experience of effective strategic financial and resource management to achieve educational priorities and to ensure efficiency and value for money	✓		✓	✓
Evidence of skills to harness the potential of ICT for the benefit of the school on the delivery of the curriculum and in-school support systems.		✓	✓	✓
A demonstrable understanding of the processes of safeguarding and safer recruitment	✓		✓	✓
Committed to sustain a safe, secure and healthy school environment	✓		✓	✓
A commitment to and evidence of promoting diversity and equal opportunities within the school, curriculum and in employment practice	✓		✓	✓
<b>Building the Academy Profile</b>				
Successful experience of securing and raising standards in an inclusive school and working with external agencies locally and nationally / internationally.	✓		✓	✓
A commitment to collaboration with RSAA/TSA schools in support of the development of the wider school community.	✓		✓	✓



# Aston Manor Academy

part of Equitas Academies Trust

