



**Cedar Mount
Academy**

Bright Futures EDUCATIONAL TRUST



Cedar Mount Academy

**Gorton Education Village, 50 Wembley Road,
Gorton, Manchester, M18 7DT**

INFORMATION PACK

**VACANCY: PRINCIPAL
CEDAR MOUNT ACADEMY**



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HOW TO APPLY

This information pack is designed to provide you with further information on Bright Futures Educational Trust, Cedar Mount Academy and the role of Principal at this academy. If having read the information and you want to apply, please:

Complete the application form, with a covering letter (no more than two sides of A4 please)

Email the application form and letter to vacancies@bfet.uk, or post it to be received by Sunday 1 July. Please post to: Bright Futures Educational Trust, The Lodge House, Cavendish Road, Bowdon, Altrincham, WA14 2NJ.

Closing Date Sunday 1 July 2018

Shortlisting by 3rd July

Selection process, we expect this to be over two days: Thursday 12 and Friday 13 July





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ABOUT BRIGHT FUTURES EDUCATIONAL TRUST

Bright Futures Educational Trust
The best for everyone, the best from everyone

Bright Futures Educational Trust (BFET) was established in 2011 and comprises 8 schools in the Great Manchester and Blackpool areas, a teaching school (Alliance for Learning), Maths Hub and School Centred Initial Teacher Training and the central head office team.



Our schools are their own entities and form one organisation and one employer, BFET. The BFET Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive team, Principals 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 Board on our website: <http://bfet.co.uk/about-us/>

Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the BFET family work closely together. Our Strategy was developed collaboratively and is contained in this pack for your reference. We are in the process of engaging with all staff across the trust in reviewing this work.

The Alliance for Learning is our Teaching School and partners with many schools across the North West, including our own. The Teaching School includes a maths hub, a SCITT, a broad range of professional learning and wider network opportunities. Please see the website for more details <http://allianceforlearning.co.uk/about-us/welcome-director-of-teaching-school-and-partnerships/>

The head office team, comprises the Executive team: John Stephens, CEO; Edward Vitalis, Finance Director; Gary Handforth, Director of Education; Lisa Fathers, Director of Teaching School and Partnerships and Lynette Beckett, Director of HR & Strategy. The focus of all of these roles is to work with schools, providing high quality and timely guidance, challenge and support services to our schools. The finance operations of all our schools are centralised in two hubs, reporting to the Finance Director. Similarly, HR support is overseen by our HR Director. There is an HR Adviser based at Cedar Mount, reporting directly to the HR Director.



BRIGHT FUTURES EDUCATIONAL TRUST STRATEGY

Vision

The best for everyone, the best from everyone

Mission

Our family of schools places young people, families and communities at the heart of everything we do. We are a true community with shared responsibility and common core values which create a culture of collaboration, opportunity, respect and innovation. We inspire excellence and believe in nurturing the abilities of all within our schools and communities. We empower our young people to build purposeful lives and have the courage and confidence to make a positive contribution to society. Through excellence in education all of our young people will have a bright future.

Values

Community: We work together for a common purpose acknowledging our diversity as strength
Integrity: We do the right things for the right reasons
Passion: We take responsibility, work hard and have high aspirations

Commitments

Collaboration and strong relationships
Professional learning
Supportive, challenging and fair
Effective communication

Strong Governance and Accountability
Value for money
United behind decisions

Aims 2017-2020

Excellent progress and achievement for all pupils

Ensure financial viability

An environment where our people are valued

The Trust's direction is clear and well defined

Outcomes

All schools to be improving at pace and have the capacity for sustainable continuous improvement in all aspects.

Long term sustainable viability, managed within a robust financial control environment that is effective and efficient.

People are listened to, held to account, supported and challenged.

Any growth adds value to the rest of the trust. Roles, responsibilities and organisational systems are fit to deliver the strategy.

Governance

Board of Trustees: Provides strategic leadership, monitors school improvement and compliance and oversees effective controls for financial viability

Executive team: Provides strategic and operational leadership.

Local governing bodies: Provide scrutiny of school development plans, monitor that schools are working within agreed finances and policies



CEDAR MOUNT ACADEMY – HISTORY & CONTEXT



Cedar Mount opened in **2000** as a replacement for Spurley Hey High School and moved to the current site (a new building as part of the Gorton Education Village) in 2008. It is co-located and works well with Melland High School, an outstanding special school also within the Bright Futures Educational Trust.

Cedar Mount has a Published Admission Number of 180 per year group and therefore should have 900 on roll. When the new building opened the school was full but there was a decline across a number of years due to poor exam results and Ofsted outcomes, and the school had 620 on roll in 2016. The school was placed in Special Measures in April 2015 but, after a change of leadership in 2016, standards and pupil numbers began to rise and the

school was judged **RI in July 2017**.

Exam results and progress have improved and are expected to do so again in 2018. The number on roll currently stands at **815** and we expect it to reach 900 for the first time in 10 years in Autumn 2018.

Cedar Mount is situated in South Gorton, the **5th most deprived** ward in the country according to the latest set of figures. The Pupil Premium percentage stands at **45.04%** currently but this does not reflect the actual situation, due to high numbers of international new arrivals and families not registering for FSM. **65.65 %** of the school population speaks English as an additional language with 46 different home languages being spoken. There has been a significant shift in the school population in recent years with EAL numbers rising by over **20 percentage points** since 2014.

The last 2 years have seen real progress at Cedar Mount and it now needs to be built on and sustained for the students to get the education that they deserve. Students now have much more success in sports (we are City Champions in a range of events), public speaking (we are the top ranked school in the country for Debate Mate in 2018), drama (students have taken part in a range of performances within Manchester) and much more. Students are also able to take part in far more trips, visits and residential than previously, which is enabling them to improve their knowledge and confidence in a range of areas. Attendance has improved by nearly 2% since 2016 but is still below the national expectation at **94.01%**. Behaviour has also shown great progress with fixed term and permanent exclusions reducing significantly; the school is a cohesive community. This is a school progressing well towards a 'Good' Ofsted judgement, and expecting an inspection sometime in 2019.



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CEDAR MOUNT ACADEMY – PUPIL INFORMATION



Type:	Mainstream School
Phase:	Secondary
Funding status:	Public - Academy
Gender:	Mixed
Religion:	Mixed
Age Range:	11 - 16 years
No of students on roll:	815
PAN:	900
SEN Students:	13.6%
EAL Students:	64.6%
Address:	Gorton Education Village, 50 Wembley Road, Gorton, Greater Manchester. M18 7DT
Telephone:	<u>+44 161 248 7009</u> <u>http://www.cedarmount.manchester.sch.uk</u>

Cedar Mount Academy is located within Gorton Educational Village in Gorton, East Manchester and shares the campus with two of our partner schools in the Trust; Melland High School, a Special Educational Needs school for 11-19 years and Rushbrook Primary Academy.

Cedar Mount Academy Staffing Structure

Principal Strategic Leadership of the Academy	Vice Principal Pupil Outcomes	Vice Principal Teaching & Learning	Assistant Vice Principal Personal Development, Behaviour & Welfare	Assistant Vice Principal Access & Inclusion	Assistant Vice Principal Teaching & Learning	Assistant Vice Principal Teaching & Learning
- Strategic lead (all areas) - Vision and values - Budget - Raising Boys achievement - Pupil Premium - Student Voice/Leadership	- Curriculum and Timetable - Outcomes KS3 & KS4 including for Vulnerable Pupils: PP, LAC & SEND - Exams - Data Management - Cover and day to day supply	- Teaching and Learning - Literacy & Numeracy - CPD for classroom based staff - Leadership training - Health and safety - Human resources - Appraisal	- Behaviour & Attendance - Admissions - IYFAP	- SEND - Alternative Provision - Safeguarding - LAC - First aid - Designated Person	- Teaching and Learning - More Able - Initial Teacher Training including NQT, RQT - Policies - IT across the academy - Careers/IAG - EAL	- Staff Well-Being - Peer Support - KS2/KS3 and KS4/5 transition - Enrichment & Learning Beyond the Classroom including Educational Visits (EVC) - Community/PR - Quality Nominee - Parental engagement
Line Management - SLT - Head of English - Office Manager - HR Advisor (via HR Director)	Line Management: - Head of Science - Head of Maths - Exams & Data Officer - Cover administration	Line Management: - Head of Humanities - Assistant VP Teaching & Learning / Head of PEPA - Reading coordinator	Line Management: - Progress Leads - Behaviour & Safety Team (Senior Pastoral Leads and APLs) - Attendance Team - Admissions Officer	Line Management: - Pastoral Lead (AP Team) - SEND Co-ordinator (SEN Team) - Safeguarding Officer - Early Help Worker	Line Management: - EAL Team - Head of MFL - Head of ICT - Head of Business Education/careers	Line Management: - Head of Art & Technology - PEPA Team - Marketing
Year group overview	Year 11	Year 8	Year 9	Support for all year groups	Year 10	Year 7

Staffing numbers in September 2018: 63 Teaching Staff; 49 Support Staff



PRINCIPAL JOB DESCRIPTION

Principal Cedar Mount Academy

L29 –L35

School Teachers' Terms and Conditions

Start Date January 2019, or earlier if possible

The role of Principal at Cedar Mount Academy is to provide the high quality leadership to continue the school's transformational journey and to ensure the best *for* everyone, the best *from* everyone.

The post reports into the Chief Executive Officer of the Trust and is supported by a School Improvement Board, which is soon to become a local governing body. There is a strong leadership team and the support network extends to leadership colleagues in our family of schools and the central Trust team.

Key Responsibilities

Excellent progress and achievement for all pupils

- Ensuring that high quality teaching and learning takes place consistently.
- Effective use of accurate data and evidence-based practice to inform planning and support strategies to raise attainment, secure good progress and address underperformance of groups and individual students.
- Work positively and collaboratively within the school, across the Trust, with the Alliance for Learning (teaching school) and with external parties such as the local authority and other agencies to identify and maximise opportunities.
- Leading others to ensure that ambitious attainment, progress and attendance targets are met and improvement is secured.
- Ensuring effective transitions throughout the school and from primary to secondary phases.
- Ensuring a highly relevant, engaging and stimulating curriculum which promotes good attitudes to learning and leads to a range of career pathways for pupils.
- Promote high standards of behaviour by implementing effective and fair pupil behaviour systems.

An environment where our people are valued

- Ensuring an effective staffing structure, where roles and responsibilities are clear and people are challenged, supported and developed.
- Professional development is focused on needs and measured to ensure that it impacts positively and sustainably on teaching and learning.
- The Trust's people policies are implemented to ensure that people are recruited, led, supported and developed appropriately and in accordance with our values and commitments and that workloads are manageable.



- Lead on health, wellbeing, safeguarding and general safety across the academy for pupils and staff, ensuring that a safe environment is experienced by all.
- Open and transparent verbal and written communication strategies are implemented with staff, pupils, parents/carers, Governors and the local community, as appropriate.

Ensure financial viability

- Contribute to the production of annual school budgets, for approval by the Trust Board, which enable effective teaching and learning and good value for money.
- Work closely with the hub finance manager to monitor budgets throughout the year and hold budget holders to account for their expenditure.
- Ensure high standards of financial probity with all financial transactions undertaken by academy staff carried out in accordance with the Trust's finance handbook.

Robust governance and systems and processes

- Demonstrate understanding of the Trust's delegation framework and act in accordance with its parameters and unite behind all decisions.
- Provide transparent, thorough, evidence-based and evaluative reports to the school improvement board/local governing body, in order for them to challenge and hold the school to account and/or to make decisions.
- Lead on robust systems and processes across all areas of the academy, ensuring that the impact can always be assessed.

Community

- Be a visible presence for pupils, parents/carers and the local community and sustain effective and positive relationships.
- Work closely with the local authority and other agencies as and when required and foster effective and positive relationships.

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



PRINCIPAL PERSON SPECIFICATION

Category	Essential	Desirable	Means of identification
Qualifications, Education, training	Degree and/or teaching qualification (PGCE or B.Ed)	Post graduate qualification or professional qualification e.g. NPQSL	Application form Certificates
Relevant Experience	Successful leadership in a senior management role, with demonstrable positive impact Track record as a leader, of raising standards and achievement, demonstrated with impact/outcomes Evidenced experience across the broad range of key responsibilities outlined in the job description Successful teaching experience in the phase Knowledge and understanding of curriculum design Demonstrable track record in leading school improvement		Application form Interview Tasks References
Our Values	Community: Evidence of working collaboratively for a common purpose and valuing diversity		Interview Tasks
	Integrity: Evidence of doing the right things for the right reason		Interview Tasks
	Passion: Evidence of taking personal responsibility, working hard and having high aspirations		Interview Tasks
Pre-employment screening	- Enhanced DBS check 2 satisfactory employment references, from the last two employers - Evidence of the right to work in the UK		On-line DBS check References deemed suitable by BFET Passport or other evidence allowed by UK Home Office