Enriching lives; transforming futures - starting with you.

ERDINGTON ACADEMY

Associate Assistant Principal

CANDIDATE PACK



PART OF THE FAIRFAX MULTI-ACADEMY TRUST

FAIRFAX MULTI-ACADEMY TRUST



Welcome from the Principal

Dear prospective candidate

Thank you for showing an interest in joining Erdington Academy, part of Fairfax Multi-Academy Trust. Since joining Fairfax Multi Academy Trust in 2016, we have been on an improvement journey to ensure all students regardless of background or needs has the exposure and opportunities to ensure they realised their ambitions. Everything we do is underpinned by our Academy values; Ambition, Dedication, Integrity, Excellence and Tradition. Our rewards and recognition systems, policies and processes are all defined by this and our mission of Enriching Lives and Transform Futures.

We are an Academy with just over 900 students from Year 7 to Year 11. Located in the north of Birmingham, the Academy serves students who live in the immediate locality, with close to 60% from a disadvantaged background, 14% on the SEND register and 32% EAL.

There is now an exciting opportunity for you to become a vital part in Erdington Academies journey.

This was all recognised in 2023 with the continuation of year on year improvements strong year 11 outcomes and a Ofsted judgement of Good in all areas. We believe this is just the end of the first chapter of our journey.

The current focus within the academy is on ensuring participation and engagement through high quality teaching. CPD is focused on ensuring each individual member of staff continues to develop and improve in their roles and has access to a range of high quality developmental opportunities.

Staff care deeply about each other and our students, this starts with good behaviours and attitudes, this will always prioritise instilling positive behaviour and attitudes of our students, and the consistent application of expectations by all stakeholders. Our students are well behaved, the key reasons for this is that positive behaviour is not taken for granted and expectations are always modelled and re-enforced by all staff.

The staff have genuine care and passion for the Academy and the community it serves. We work at pace to ensure the best education can be delivered on a daily basis and the resources required to bring about the necessary improvements are being made available, over the past few years we have renewed our library, arts, music, drama and food spaces, and a programme of classroom renovation is in place. We are never complacent, we are continually reviewing and refining our practice to ensure students have the best opportunities.

It is also an exciting time to join the Trust as we are now entering the next phase of our development, having established ourselves as a mature MAT. We have attracted and recruited a wide range of experienced central leaders who have worked in a range of different Trusts. Given this, and the extensive connectivity of members of the Central Team with other leading Trusts across the country, FMAT is very well placed to build on its existing strengths. Staff at all levels have a strong network within the trust to collaborate with, share practice and grow.

This role poses an opportunity for the right candidate to fulfil their vocational passion, whilst making a real impact, “enriching the lives, and transforming the futures” of our young people. They deserve nothing less than the best, I hope from reviewing the following information you feel Erdington is a place you would feel valued and want to come and make a difference for our students.

Simon Mallet | Principal

Erdington Academy

Our Trust

OUR MISSION

Our Trust was formed in 2014 and has grown to include four academies, which provide education to over 4000 students within the Birmingham and Solihull regions. The Trust is firmly rooted in it's mission to 'enrich lives and transform futures' and our moral purpose ensures that we aim to achieve this within a diverse range of communities, serving children from ages 4-18 years.

We achieve our mission by ensuring our students access a broad and wide-ranging curriculum whilst being supported in a structured, kind and caring environment. Our students have access to extensive extra-curricular opportunities because we place great emphasis on their personal development.

OUR APPROACH

FMAT's philosophy is that each Principal leads and make decisions within their Academy, whilst operating within a framework that adheres to the Trust's Mission, Vision and Values.'

The Trust's Strategic Aims filter down into every area of our organisation, through the Annual Delivery Plan, Academy Improvement Plans, and individual Performance Management Objectives, which ensures that all employees are ultimately working together to achieve our mission to "Enrich Lives and Transform Futures".

Centrally, there is an established business function which includes Finance, HR, Estates, Communications and Marketing, Data and Governance. Within the central Education Team is the School Improvement Team (SIT), which includes Leads in the following areas: Pastoral, Maths, English, SEND and Professional Learning. Following the Trust's Model of School Improvement and using the concept of CSI (Challenge, Support and Intervention), they support our Academies to bring about improvements.

OUR VISION

Our vision is that every child within the Trust, regardless of their background, will attend an Academy that offers high-quality education.

This means:

- Every child is recognised as an individual and has access to first-class pastoral care because we want them to be happy.
- Every child benefits from a wide range of enriching opportunities because we place great emphasis on their personal development.
- Every child benefits from dedicated leaders, teachers and staff who a relentless in their ambition to improve the quality of teaching in our academies because we know excellent teaching is key to transforming the futures of our students.

OUR VALUES

Our mission and vision are underpinned by our values which guide all our activities every single day in order to support all our students to achieve their full potential regardless of background.

INTEGRITY
We believe in openness, honesty and have a real sense of moral purpose.

EXCELLENCE
We strive for the highest quality to ensure excellence outcomes and personal achievements.

TRADITION
We believe in good manners, kindness and respect.

DEDICATION
We believe there is dignity in hard work and effort.

AMBITION
We aim to be the best that we can be, in all that we do.

Our Benefits

At Fairfax Multi-Academy Trust staff wellbeing is prioritised in order to ensure that our staff feel valued and are equipped with a broad range of strategies, resources and services to accommodate their needs.

MENTAL HEALTH WELLBEING

- Counselling
- Wellness Hub
- Mental Health First Aiders
- Hub of Hope
- Wellbeing updates
- Menopause awareness training
- Stress management guide
- High-quality staff training
- Trust-wide email communication guidance

PHYSICAL WELLBEING SUPPORT

- Free flu jab
- Access to fitness programmes – including yoga, HIIT and more
- Access to physical activities – during our Trust-wide wellbeing week
- Diet and nutrition webinars

FINANCIAL WELLBEING SUPPORT

- Educational support
- Salary sacrifice scheme
- Flexi Perks
- Perkbox subscription
- Financial management





> I really enjoy working for Erdington Academy. Being an Office Manager is a real mixture of responsibility and fulfilment, where no day is ever the same!
>
> *Julie Colvin, Office Manager*

Professional Learning

At Fairfax Multi-Academy Trust (FMAT) we believe that professional learning is an entitlement for all of our employees and that regular training enables our colleagues to continually focus on their areas of growth and make improvements, along with upskilling themselves in order to secure the career path of their choice. We also understand that effective professional learning empowers its' employees to pursue a moral purpose of helping students to thrive and as a result, it is a key component to achieving the Trust's mission to "enrich lives and transform futures".

FMAT have invested in various services and partnerships to provide a wide variety of options in relation to further training opportunities.

Members of staff benefit from the far reaching work of Trust wide team and strategic network groups. These groups work collaboratively across the Trust to ensure the best practice is shared and that strategies for effectively reducing workload are explored and implemented. Colleagues from all academies for the membership of these groups and new members of staff are encouraged to become active participants once they have settled into their new roles.

LEADERSHIP

- National College
- The Key for Leaders

TEACHERS

- ARK
- Ambition
- Apprenticeships
- The Key
- QTS Career Stage Professional Learning
- Handsam

BUSINESS SUPPORT

- Apprenticeships
- National College
- Handsam

Job Description

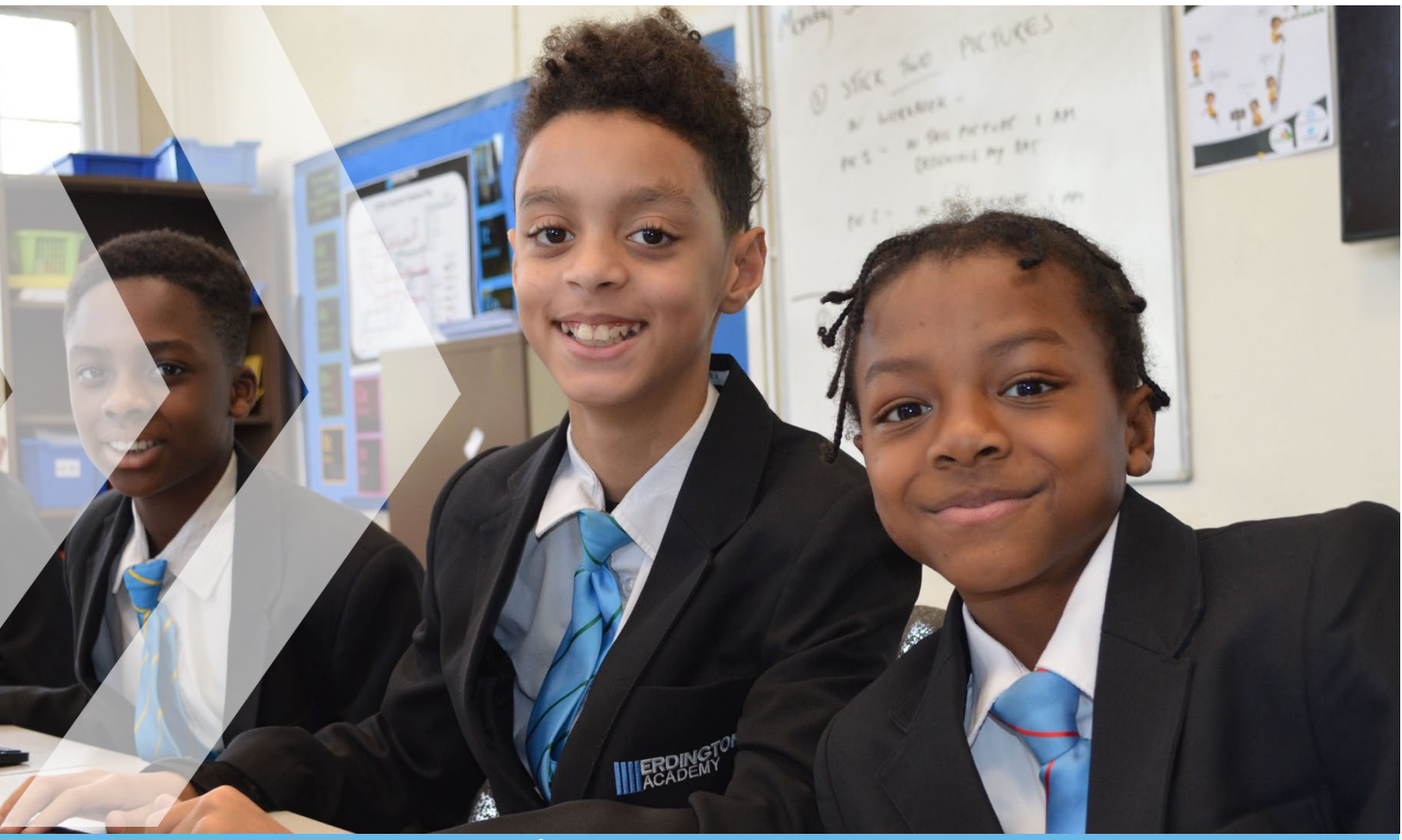
Responsible to:	Vice Principal
Salary:	Leadership Scale

JOB PURPOSE

To work closely with the Principal, senior management and colleagues to raise standards of student attainment and progress within your area of designation.

MAJOR DUTIES AND REQUIREMENTS

- Strategically lead the Faculty to ensure strong academic outcomes for students.
- Support all staff in understanding the needs of pupils and achieving priorities and targets in line with the Academy Improvement Plan.
- Monitor progress of objectives and targets for pupils from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use this analysis to ensure future improvements.
- Analyse and interpret relevant academy, local and national data and advise the Principal on the level of resources required to maximise achievement.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
- Oversee the management (including performance management) of the Faculty
- Use the Trust provision mapping tool to monitor and evaluate provisions in place.



Job Description

Teaching and Learning

- Consistently deliver high quality lessons.
- Support the identification of and disseminate the most effective teaching approaches for pupils with a focus on quality first teaching.
- Develop effective ways of bridging barriers to learning through:
- assessment of needs.
- Monitoring of teaching quality and pupil achievement.
- Support team members to improve their teaching practice.

Leading and Managing

- Provide professional guidance to staff to secure consistently strong teaching, through both written guidance, meetings and professional development opportunities.
- Contribute to the performance management process of teachers.
- Advise on and contribute to the professional development of staff, including whole school SEND provision.
- Provide regular performance information and updates to the Principal and governing body (Academy Associates).



Effective Deployment of Staff and Resources

- Advise the Principal and Associates of priorities for expenditure and deployment of staff and utilise resources with maximum efficiency.
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of academy policies.
- Ensure effective risk assessments are in place and adhered to.



Other Professional Requirements

- Contribute to the strategic leadership and management of the Academy under the direction of the Principal.
- Ensure that the SEND provision uphold the values of the Academy and implement Academy Policies with consistency.

General

- Be familiar with the Academy's Child Protection Policy and to report concerns to the designated safeguarding lead.
- Actively promote the academy's equality agenda for all.
- Ensure the behaviour policy and systems are implemented consistently in the Faculty so that effective learning can take place.
- Play a full part in the life of the Academy community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students to follow this example.

Job Description

CLASS TEACHERS RESPONSIBILITIES

- Undertake the normal responsibilities of a teacher
- Undertake such duties as their respective Line Manager may determine as reasonably falling within the role
- Undertake whole academy duties as may be reasonably determined by the Principal
- Uphold the values of Fairfax Multi-Academy Trust and Academy with all stakeholders
- Carry out the duties of a teacher as set out in the current Teachers' Standards Document
- Plan and deliver lessons in line with the Academy's Teaching and Learning Policies
- Develop students' literacy and numeracy skills within a specialist subject area
- Ensure ALL learners make good progress by differentiating tasks and liaising with Teaching Assistants as necessary
- Regularly assess students' work, giving appropriate feedback (formative and summative) and use student data to plan appropriate challenging objectives and differentiated tasks in lessons and homework
- Ensure every student knows their level or sub-level and understands the steps required to achieve the next stage in their progress and attainment
- Set an exemplary role model in terms of dress, punctuality and attendance
- Attend and participate in parent and open evenings as required
- Uphold the Academy's Behaviour for Learning Policy and Uniform Code
- Participate in staff training, INSET and Professional development opportunities
- Ensure that the learning environment is attractive, tidy, safe and conducive to student learning
- Adhere to the academy policies regarding Health and Safety, Safeguarding, ICT usage and Educational visits/trips
- Provide cover for staff in line with the 'Rarely Cover Agreement'
- Make a particular contribution to building team commitment, in particular:
- Provide a role model for professional practice in the school
- Make a distinctive contribution compared with other less experienced teachers
- Contribute effectively to the wider team

“I thoroughly enjoy working at Erdington Academy. It is a place of hard work, joy, community spirit and a shared passion for bettering lives.”

Ami Love, Head of Drama

Person Specification



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 successful applicants.

Experience, knowledge and qualifications

- Ability to manage pupils firmly, warmly and in a manner which makes the Academy community safe.
- Ability to teach outstanding lessons.
- Strategic and creative approach to problem solving.
- Comfortable with outstanding practice.
- Ability to build and maintain effective relationships through excellent interpersonal skills.
- Excellent verbal listening, literacy and written communication skills.
- Excellent verbal, listening, literacy and written communication skills.
- Ability to inspire, challenge, motivate and empower others.
- Ability to develop effective teamwork and be able to contribute effectively to a range of teams.
- Inclusive approach to education.
- High expectations of self and others.
- Ability to work under pressure maintaining sense of perspective.
- Ability to prioritise, manage own time effectively and deal with conflicting demands.
- Ability to demonstrate integrity, reliability, commitment, dedication, resilience and tenacity.
- Ability to assist staff and students with various tasks.
- Ability to work autonomously with minimum supervision, or as part of a team if necessary.
- Excellent organisational skills
- Effective interpersonal skills with individuals and groups of people – staff and students.
- Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and applications.

Person Specification

- Knowledge, understanding and. Commitment to safeguarding and promoting the welfare of students.
- Ability to form and maintain appropriate relationships and maintain professional boundaries with students.
- Excellent attendance and punctuality.
- Willing to undertaken appropriate training and development with a positive attitude.
- A commitment to the ethos, vision and values of the Trust.
- Ability to travel to meetings if required.

Professional Development

- Evidence of recent relevant further professional development.

References

- Positive recommendation in professional references.
- Professional references without reservations.

> “As someone who did their teacher training at Erdington Academy, it has created and shaped the teacher I am today.
>
> *Molly Duncanson, Art and Design teacher*





How to apply

To apply please visit TES by clicking on the link below.

Erdington Academy - TES jobs

For candidates invited to interview, these responses will be explored further, together with the other elements of the Person Specification.

All appointments are subject to satisfactory references and eligibility to work in the UK.

FURTHER INFORMATION

Should you have any queries or would like a confidential conversation about the role, please contact our recruitment team on:

recruitment@fmat.co.uk or call **0121 788 4100**



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I consider Erdington Academy a family, a home and most of all it is a place where you learn, develop and can build on your professional skills.

Mollie Duncanson, Art and Design teacher

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EXCELLENCE.
DEDICATION.
AMBITION.
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