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**Recruitment Information Pack**

**Assistant Headteacher – Curriculum and Data**

David Nieper Academy

Grange Street, Alfreton, Derbyshire, DE55 7JA

T: 01773 832331

August 2017

Dear Applicant

Thank you for showing an interest in the post of Assistant Headteacher – Curriculum and Data at the David Nieper Academy.

Our Academy is sponsored by the David Nieper Education Trust, together with local employer partners, who are highly committed in supporting the development and achievements of our students. With an innovative approach to teaching, hands-on learning and brand new purpose-built facilities, which opened in February 2017, we believe that this is a truly exciting time to join the academy and help us to shape the future.

Our aim is to raise standards, expectations, inspire excellence and to encourage students to achieve their full potential. We will help them develop confidence and key lifelong learning skills and to obtain the qualifications required as they look to future careers and explore the many opportunities in further education, apprenticeships, university and beyond. The opening of our Business and Enterprise Sixth Form Centre is a further development in our growth. The Sixth Form will provide a first class education combined with fully integrated employability skills, cementing our ongoing working relationships with our business partners.

The David Nieper Academy has a clear distinctive character due to the integrated involvement of its prestigious business partners. High profile local businesses, most, being either international or national household names such as Thorntons, Denby Pottery, John Smedley, Owen Taylor, Bowmer and Kirkland alongside David Nieper are committed to bringing the world of work and 21st Century employment practices into every classroom. Practical contextual Applied learning has been proven to assist all students in retaining and understanding more fully the concepts and principles taught in the classroom. We are looking for a candidate who will embrace this approach and ensure that David Nieper Academy is adopting this approach through its world class learning pedagogies.

We are currently a small school of 410 students 11-18. We need to grow to 850 students 11-18 and therefore effective marketing, based on rapidly improving teaching and learning, pupil progress and outcomes, is essential to our academy development and sustainability. The current leadership team comprises of: Headteacher; Deputy Head – Teaching & Learning; Assistant Head – Curriculum and Data; Assistant Head - Pastoral and Inclusion and Finance & Operations manager.

If you like the sound of the academy, and are keen to be instrumental in its future success, then we would like to hear from you and look forward to receiving your application. If you have any queries or if you would like to visit prior to application, please contact Mrs Michelle Hackett, PA to Headteacher, via email at [mhackett@davidnieper.academy](mailto:mhackett@davidnieper.academy)

Yours faithfully



Kathryn Hobbs

Headteacher

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**David Nieper Education Trust**

**Assistant Headteacher – Curriculum and Data**

David Nieper Academy, Grange Street, Alfreton, Derbyshire, DE55 7JA

Age Range – 11-18

Full time position

Responsible to Headteacher

Start: January 2018

Salary: L11-L15

***Are you a visionary leader who wants to shape the future of young people?***

The David Nieper Academy is a newly formed academy in Alfreton. A new school building opened in early 2017 therefore this is an immensely exciting time to be joining the academy and being a key component in the future development.

The Governing Body is seeking to appoint an Assistant Headteacher to lead on Curriculum and Data. It is vital to the long-term future success of the academy that an innovative curriculum underpinned by strong data analysis is at the forefront of our endeavours. Our intention is to move quickly to good and then outstanding.

The successful candidate must be an inspiring role model, able to lead and work well as part of a team, have excellent communication and interpersonal skills, have a ‘can-do’ attitude, be highly organised and have the ability to work under pressure.

The Governing Body is committed to the safeguarding of children and young people so all staff appointments are subject to employment checks and a satisfactory enhanced DBS check.

**How to Apply**

To apply please complete and return an application form along with your covering letter, clearly demonstrating your suitability for this post. Send via email for the attention of the Headteacher’s PA, Mrs Michelle Hackett, to [mhackett@davidnieper.academy](mailto:mhackett@davidnieper.academy)

**Closing date for applications – Monday 25th September 9am.**

**Interviews will take place week beginning 2nd October.** If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

**Job description – Assistant Headteacher – Curriculum and Data**

**As a member of the David Nieper Academy leadership team you will:**

* Think strategically while being able to deal with immediate challenges
* Provide opportunities for staff to grow and develop
* Set a high standard through personal example
* Contribute in a variety of ways to the day to day running of the academy
* Support all academy events

**General role responsibilities**

* To strategically lead all aspects of curriculum and data
* To strategically lead and oversee Pupil Progress across the academy
* To have an oversight, lead and organise data collection, tracking and reporting
* To lead, monitor and review the curriculum and data quality assurance policies and procedures
* To continually evaluate the effectiveness of our curriculum and data for education in the 21st century and provide the vision to drive its development
* To monitor and evaluate curriculum impact on progress
* To ensure that work related opportunities and employability skills are embedded within the curriculum
* To support all aspects of Safeguarding across the academy
* To contribute to the academy development plan and academy self-evaluation, providing regular reports to governors
* To act as line manager and performance manager for identified members of staff
* To make a full contribution to the wider leadership and management of the academy
* To have a teaching commitment of approximately 45% - any subject area will be considered however Computer Science/ ICT is particularly welcome.

**Specific responsibilities**

**Curriculum academy strategy**

*Work with the Headteacher, Senior Leadership Team, Governors and Employer Partners to:*

* Design and develop a fit for purpose, broad and balanced curriculum KS3-5, including applied and vocational education, to meet the needs of all learners, maximise Progress and Attainment 8 and EBACC and ensure effective preparation for further study
* Work with Heads of Faculty and Employer partners to provide ongoing effective opportunities for employer based learning and development of employability skills
* Construct and review an effective timetable with the welfare of staff and students in mind and be responsible for its daily operation
* To lead and manage key points of curriculum transition from KS2 to KS3, the options process from KS3 to KS4 and pathways into KS5
* To oversee links with local business to maximise learning opportunities for students
* To oversee the development of the Sixth Form
* To lead and manage the co-curricular programme across the academy

**Data**

*Work with the Headteacher, Senior Leadership Team and Governors*

* Ongoing review of data tracking
* Lead, manage, review and quality assure the whole academy tracking system, ensuring the ongoing training of staff to support student progress
* Effectively report progress data to students, parents and governors to include interim reports and parents evenings
* Interpretation and analysis of internal and external data, providing summary reports to the Headteachers, SLT, staff and governors
* Working with Heads of Faculty to monitor, review and plan the most effective provision to support pupil progress in light of progress data
* To lead and manage the data team to facilitate effective data support of all staff
* To lead and manage all aspects of external and internal examinations
* To lead and manage the work of the Examinations officer

**Accountability**

* Be responsible for producing a Curriculum and Data development plan and relevant sections of the SEF
* Lead and co-ordinate the SLT/ link governor Curriculum and Data meetings
* Prepare and present reports on curriculum and data for governors as required

**Personal characteristics:**

1. Outstanding classroom practitioner
2. Hardworking
3. Enthusiastic
4. Resilient
5. Ability to inspire and lead others
6. A strong team player
7. Solution focused, looking for positive outcomes
8. Good sense of humour

**Person Specification: Assistant Headteacher – Curriculum and Data**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | * Good Honours degree * Recognised Teaching Qualification | * Post Graduate Qualification * Evidence of further advanced study or research * Evidence of recent professional development * Leadership qualifications * NPQSL |
| **Experience** | * Proven successful experience as a Middle Leader * Proven successful experience of leading curriculum provision and use of data * Excellent classroom practitioner * Planning and implementation of strategies which impact on raising pupil attainment * Practical experience of self-evaluation * Evidence of developing coherent systems to allow evaluation of impact * Evidence of successful pupil progress and outcomes * Evidence of keeping up to date with national development relating to curriculum and data issues * Experience working effectively with a range of professionals and stakeholders | * Proven successful experience as a Senior Leader * The capacity and desire to move onto Deputy headship * Experience in more than one school * Other management experience * Experience of working directly with employers |
| **Knowledge** | * Sound understanding of broad and balanced curriculum and effective use of data * Knowledge of key educational issues and priorities * Clear understanding about strategies to develop an innovative curriculum supported by effective use of data * Good level of knowledge regarding the effective use of SIMS * Clear understanding about strategies to support pupil progress and outcomes * High level of IT skills including social media | * High level of knowledge and expertise with SIMS |
| **Leadership and Management** | * Ability to contribute to strategic planning for whole academy development * Ability to establish excellent working relationships across the whole academy community * Ability to lead and manage change * Ability to draw data from a variety of sources, analyse, synthesise and present this to inform Self Review and Assessment evaluation. * Ability to enable others to achieve success * Evidence of successful leadership and management * Ability to delegate effectively | * Experience of managing a significant budget * Undertaken nationally recognised leadership training |
| **Organisation** | * Evidence of effective organisation of self * Evidence of effective organisation of teams/ others * Evidence of effective project management * High standard of administrative skills | * Evidence of effective organisation of complex teams |
| **Communication** | * Ability to communicate a vision to key stakeholders both internal and external * Demonstrate excellent presentational skills * Be able to build professional relationships and work sensitively with a wide range of people | * Evidence of training others in effective communication skills |

## **Method of Application**

1. We will only accept applications on the David Nieper Academy application form. Curriculum Vitae will not be accepted.
2. The statement in your application should focus on:

* Candidate’s previous experience which will help in successfully undertaking the role
* Personal skills to benefit the learning by students at the David Nieper Academy.

1. For any queries or if you would like to visit, please email

[mhackett@davidnieper.academy](mailto:mhackett@davidnieper.academy)

1. Completed application forms to be returned via email for the attention of the Headteacher’s PA, Mrs Michelle Hackett, [mhackett@davidnieper.academy](mailto:mhackett@davidnieper.academy).
2. The academy operates a NO SMOKING policy on site.
3. Interviews - Candidates invited to interview will:
4. Have the opportunity to tour the academy
5. Teach a lesson
6. Complete a set of exercises
7. Formal presentation
8. Have a formal individual interview with the selection panel.

K. Hobbs

August 2017