



CORE
EDUCATION
TRUST

OPTIMISM • AMBITION • ONENESS

HEADTEACHER
JEWELLERY QUARTER ACADEMY



WELCOME FROM OUR CEO

Thank you for your interest in working for CORE Education Trust. I co-founded the Trust in 2015 and remain very much “hands-on” in my approach to leading the Trust. I am proud of CORE’s achievements in both system leadership and local community contexts. Our schools are at the heart of the communities they serve.

We promote a simple but ambitious ethos which is expressed through our four CORE values: collaboration; opportunity; respect and excellence. These values place an emphasis on fostering positive relationships and creating a culture of aspiration, purpose and belonging. We thrive on diversity and work hard to create school environments that are welcoming and vibrant.

As well as finding out as much as you can about the school at which the role you are applying for is based, I would also encourage you to fully understand the nuanced details of the Trust’s wider work through projects such as Echo Eternal before submitting an application. We would also ask that you consider how our values chime with your own sense of how schools should be run and how children are best served through our education system. We want all our staff to consider themselves as learners and leaders, regardless of their job role.

CORE Education has become a happy home for many staff who have worked in other environments and perhaps found it difficult to fit in. We embrace individuality of thought and celebrate that we are an employer who values the development of its people. I have worked at many different levels in education. I am therefore proud to lead this Trust in a way that allows me to draw on my direct experiences and go about my day-to-day business with a strong feeling of empathy for every one of our staff. I wish you every success with your application.

Jo Tyler

VALUES

COLLABORATION

We succeed by working as a team.



OPPORTUNITY

We develop by taking on new challenges.



RESPECT

We care by respecting and looking after each other.



EXCELLENCE

We achieve by giving 100% in everything we do.

BENEFITS



Harder working health cover

HEALTH INSURANCE

All staff are automatically opted in for the award-winning Westfield Health employee assist programme.



PENSION

All staff are automatically opted in to a pension fund. For teachers this is TPS and for support staff it is WMPF.



FAIR AND COMPETITIVE WAGES

We are proud to be a living wage employer, which means fair and competitive wage to all CORE Education Trust employees.

KEY CONTACTS



CORE
EDUCATION
TRUST

CORE Education Trust
Naseby Road
Alum Rock
Birmingham
B8 3HG

0121 389 2824

enquiry@core-education.co.uk

Group CEO: Adrian Packer CBE

CEO: Jo Tyler

www.core-edcuation.co.uk
@COREeducate



ARENA
ACADEMY

Arena Academy
Beeches Road,
Great Barr
Birmingham
B42 2PY

0121 729 7310

enquiry@arena-birmingham.academy

Headteacher: Raj Mann

www.corearena.academy
@COREArenaAcad



CITY
ACADEMY

City Academy
23 Langley Walk,
Ladywood
Birmingham
B15 2EF

0121 729 7100

enquiries@corecity.academy

Headteacher: Rebecca Bakewell

www.corecity.academy
@CORECityAcademy



**JEWELLERY
QUARTER**
ACADEMY

Jewellery Quarter Academy
St George's Court,
1 Albion Street
Birmingham
B1 3AA

0121 729 7220

enquiry@corejewelleryquarter.academy

Interim Headteacher: Rebecca Bakewell

www.corejewelleryquarter.academy
@COREJQAcademy



ROCKWOOD
ACADEMY

Rockwood Academy
Naseby Road,
Alum Rock
Birmingham
B8 3HG

0121 566 6500

enquiry@corerockwood.academy

Headteacher: Richard Reeve

www.corerockwood.academy
@CORERockwood

JOB DESCRIPTION

Job Title: Headteacher	Reporting to: CORE Executive Director
Location: Jewellery Quarter Academy	Annual salary: L27-33
Contract type: Permanent	Hours of work: Full-time

Job Purpose and Responsibilities

- To promote professional leadership and management to the school.
- Establish and oversee systems, processes and policies so the school can operate effectively.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Make sure these school improvement strategies are effectively implemented.
- Monitor progress towards achieving the school's aims and objectives.
- Make sure a culture of safeguarding is at the heart of the school's values and ethos, and is reflected in its environments and practices.
- Establish a culture that promotes excellence, equity and high expectations of all students.
- Provide vision, leadership and direction for the school and ensure that the school meets its Objectives and Key Results.

Main Responsibilities

- Enable consistent and continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress in students' learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish an evidence-based approach to Teaching and Learning.
- Build a culture and ethos of challenge and support where all students can achieve success and become engaged in their learning.
- Demonstrate and articulate high expectations and set ambitious targets for the whole school.
- Implement strategies which secure high standards of behaviours and attendance.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students.
- Monitor, evaluate and review classroom practice and promote improvement strategies.

- Challenge underperformance at all levels and ensures effective corrective action and follow up.
- Be an ambassador for the school locally and on a wider basis.
- Create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively and legally.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Manage the schools' financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the Academy.
- Implement successful performance management processes with all staff.
- Challenge inappropriate behaviour and deal effectively with staffing issues, including those relating to conduct, competence and attendance.
- Ensure the range, quality and use of all available resources are monitored evaluated and reviewed to improve the quality of education for all students and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the Academy.
- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Encourage creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture.
- Work with the Governing Body (providing information, objectives, advice and support) to enable them to meet their priorities.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including Board of Trustees, Governors and Parents.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Share innovation and work with others in the CORE Education Trust network to develop good practice.

- Help shape or lead education initiatives across the CORE Education Trust network.
- Any other duties deemed appropriate to the grade and workload as requested by the CEO.
- To participate in the operation of the School's Appraisal Scheme.
- To retain all accountability for safeguarding effectiveness and culture by maintaining oversight of the strategic leadership of the DSL and wider SLT.

The above is not exhaustive and may be amended commensurate with the post holder's salary and grade as required by the Headteacher.

Special Conditions of Employment Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Equality and Diversity

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

Job Description Reviewed on:	February 2024
Job Description Reviewed by:	Deputy CEO

PERSON SPECIFICATION

Job Title:	Headteacher	Reporting to:	CORE Executive Director
Salary:	L27-33	Location:	Jewellery Quarter Academy

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 requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable
Education, Training and Qualifications		
• Degree or equivalent	X	
• Masters in a relevant subject area		X
• Qualified teacher status	X	
• NPQH		X
• Evidence of and commitment to continuing professional development	X	
Experience, Knowledge, Skills/Competencies		
• Successful school teaching experience with experience of teaching across the age and ability range.	X	
• Demonstrable experience of line management of employees.	X	
• Successful contributions to school self-evaluation, improvement planning and target-setting.	X	
• At least 2 years of effective senior management experience at Deputy Headteacher or Headteacher level.	X	
• Knowledge and practice in using MIS including the collection of census data.	X	
• An understanding of change management and experience of managing change at a whole school level.	X	

	Essential	Desirable
Leadership		
• Evidence of leadership impact on a whole-school project.	X	
• Demonstrable ability to manage the process of change effectively.	X	
• Leadership of staff professional development sessions.	X	
• Demonstrable ability to lead, motivate, develop and inspire staff and to encourage student and parental involvement	X	
• Experience of coaching/mentoring to support the development of colleagues.	X	
• Evidence of securing good or better outcomes in areas you lead.	X	
Personal Attributes		
• Resilience, the ability to work under pressure and be able to meet deadlines.	X	
• Ability to think strategically, creatively and to prioritise.	X	
• Excellent communication skills (including written, oral and presentation skills).	X	
• Excellent interpersonal skills.	X	
• A commitment to CORE Education Trust vision, values, aims and the objectives of its academies programme.	X	
• Ability to role model and uphold the behaviours in the Ethical Leadership Framework.	X	

How to apply

For further information about this exciting opportunity, or an informal discussion please contact Abby Morris, Chief Education Officer & Deputy CEO on ssa@core-education.co.uk

Only those applicants submitting a CORE Education Trust Application Form will be considered. Please note that we do not accept CVs.

To apply for this role please submit your expression of interest to recruitment@CORE-education.co.uk by noon on Monday 22nd April 2024.

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CORE Education Trust is committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are an Equal Opportunities and Living Wage employer.

CORE Education Trust, Naseby Road, Alum Rock, B8 3HG

0121 389 2824 • enquiry@core-education.co.uk

Group CEO: Adrian Packer CBE

CEO: Jo Tyler

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