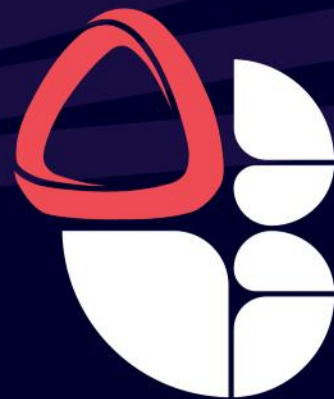


Director of Achievement

The Bulwell Academy

To start as soon as possible



**THE BULWELL
ACADEMY**
*Creative
Education
Trust*

Welcome



Thank you for showing an interest in becoming part of our team at The Bulwell Academy.

The Bulwell Academy is a school which encourages students to take responsibility for their actions, make the right decisions and develop a strong sense of self-belief and personal confidence in everything they do, every single day.

The Bulwell Academy is a rapidly growing school with high standards and expectations of every single member of our school community. We want the best for all our children and strive to ensure we give all students the best opportunities possible to achieve their full potential and be successful in life.

We are a school who believes there are no limits to what can be achieved as we encourage all students to aim high and focus on their ambitions and aspirations. Our focus is on what students *get right* and not what they get wrong and this is reflected through our Attitude to Learning Rewards Programme which encourages students to be the best version of themselves and ensures they consider others, show kindness, and have a better understanding of the wider world outside their own community.

We are on an incredibly exciting journey as we aim to be one of the highest performing schools, and we are committed to recruiting the most dedicated, compassionate, and driven professionals to work with our students and as part of our teams. Our fundamental belief is that every child can achieve greatness, fulfil their dreams, and live happy and successful lives.

Our unwavering determination to achieve the highest standards of education, pastoral support, and safeguarding, provides our students and colleagues with every opportunity to succeed. Our values of respect, resilience, creativity, ambition and kindness are the golden thread through everything we do, every day. Our insistence on exemplary student behaviour provides strong foundations upon which all can thrive. Our disruption-free classrooms set the stage for our staff to deliver our knowledge-rich and ambitious curriculum through excellent and enjoyable teaching experiences and purposeful learning.

Always learning together, we strive to be better practitioners every day. We contribute to a needs-based and data-informed CPD strategy, ensuring personal development is relevant, bespoke, and purposeful.

Whether it's progressing to one of the world's best universities or securing places with sought-after apprenticeship providers, we want leavers to be confident, competitive, caring, and happy contributors to society.

If you have the qualities to help us achieve our vision, we look forward to your application.

Chris Keen

Executive Principal

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2011 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare pupils for their transition to adult life and employment.



Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity



You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT THE BULWELL ACADEMY



The Bulwell Academy is on an incredibly exciting journey and since joining the Creative Education Trust in May 2018, has been in rigorous pursuit of rapid and sustained improvement for the children it serves.

It is a mixed secondary school at the heart of the Bulwell community, committed to providing exemplary experiences for students in Key Stages 3 and 4 that empower them to access the very best opportunities at post-16 and beyond.

The curriculum, designed in collaboration with experts across the Trust, is brought to life by the incredible facilities that The Bulwell Academy has to offer. Such high-quality facilities support the staff to deliver an inclusive and expansive education, one that allows both students and staff to thrive.

Through support provided by the Trust Executive Team, The Bulwell Academy remains at the frontier of technological procurement and development, providing a resource-rich and exciting environment in which to work.

On-site facilities include:

The Main Hall

This has a generous proscenium arch stage and seating to accommodate 300 seats. There is also a projector to facilitate film and other presentations.

The full-sized internal sports hall

This provides state of the art facilities for a full range of internal team sports and for fitness training and gymnastics.

Pitches and astro-turf

Grass pitches and courts provide for all external team sports and has excellent athletics areas matched to a broad and balanced sports curriculum. The enclosed five-a-side pitches and basketball courts are popular during games lessons and during the break and lunch social times.

Gym

The gym features a wide range of modern sporting equipment, including state of the art exercise bikes and weights for use during and outside school hours, ensuring all Academy students and staff can enjoy an array of sporting facilities

The Teaching and Learning Hub

A large multi-purpose area for staff to focus on Professional Development



Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our students are equipped for the challenges of the 21st century

ON SITE FACILITIES



Science Labs

The science laboratories in the main academy building are equipped for a full range of science teaching in Physics, Chemistry and Biology, with excellent support from a team of professional science technicians.

Restaurant

The restaurant provides a light and airy environment for all students to enjoy the healthy and nutritious meals and snacks prepared on site by a team of catering professionals

Music, Drama and Dance

There is a drama studio which has a high-quality sound and lighting rig. The studio also can transform into a black box theatre; it also acts as the green room for the main hall when larger productions happen. The music faculty has access to a large, well equipped classroom and performance space. Alongside this there are a range of private practice rooms, a recording studio and an accompanying sound booth; all of which are equipped with a range of high-quality technical equipment.

Art and Technology

The technology department is equipped with the facilities for all aspects of food, hospitality and catering design, graphics and architecture. The department is also fitted with an interactive learning area complete with 31 computers all installed with the latest version of photoshop. Multiple materials preparation areas enable pupils to successfully make a range of products.

Hair Dressing Salon

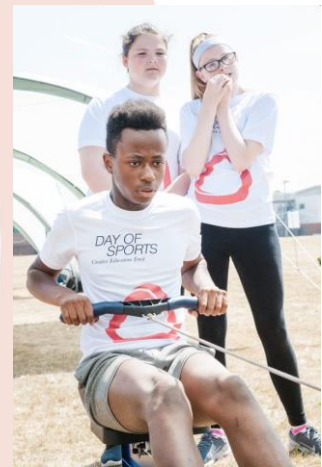
A fully equipped salon for vocational study

Modern and open-plan Library

A quiet area for independent work and reading for pleasure. It is well resourced with a wide range of materials to meet the curriculum needs and leisure interests of the whole school community (including a collection of staff CPD resources)

The school aims to engender a passion for wider reading and enquiry, which will broaden young people's knowledge and develop a love of reading. The school welcomes readers beginning English, through to those aspiring to University or going into employment.

The Library is open throughout the school day. A Study Club runs after school for learners to obtain support with their work.



Creative Education Trust schools use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment

SUPPORT FOR OUR STAFF

For our pupils to achieve their full potential we know that it is essential that our staff thrive professionally. We value hard work and provide ample opportunities for all our teachers to work collaboratively with their colleagues.

As a academy, we expect the best and firmly believe that we never stop learning. We share ideas and good practice regularly and encourage everyone to contribute to the professional development programme. We are supportive of new ideas and approaches, and eager for individuals to develop their professional practice in line with their career goals. All staff are openly encouraged to take responsibility for furthering their own professional development and opportunities regularly arise for promotion.

We recognise the value and importance of working with other schools in our trust and beyond and all staff at The Bulwell Academy benefit from visiting other schools and learning from them. Our middle leaders are benefitting from their participation in the Ambition Academy Leadership Teaching Leaders Programme and some have embarked on NPQ qualifications.

Newly qualified teachers at The Bulwell Academy will benefit from high quality mentoring and access to a customised induction course designed specifically to smooth their progress through the ECT induction period.

We are keen to welcome teachers at any stage of their career and can offer them a comprehensive programme of support and challenge.



You can find out more at:
www.creativeeducationtrust.org.uk

DIRECTOR OF ACHIEVEMENT

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

The Bulwell Academy, Nottingham

SALARY

BA12 - £41,418 - £42,403 per annum
37 hours and 52 weeks

REPORTING LINES

The post will report to the Assistant Principal for Pastoral.

JOB PURPOSE

- Lead on the identification and provision of appropriate academic interventions to tackle underperformance.
- Lead on the tracking and completions of homework.
- To provide training to teachers in order to ensure effective behaviour management in classrooms.
- To provide high quality CIAG to students in order to ensure effective careers guidance is provided to all students
- To oversee the rewards and consequences system and lead the integration of SEND, Safeguarding and Pastoral Support plans
- To attend Pastoral RAG meetings and ensure agreed actions are undertaken
- To lead on the safeguarding for a year group
- Provide high quality pastoral support, ensuring high attendance and good punctuality
- Identify and intervene in behavioural issues including the creation, implementation and tracking of PSP
- To lead on an area of pastoral support whole school, e.g., rewards, bullying, SHB, tuition or punctuality.
- Oversee the pastoral welfare of students and be available to students (and parents) in a designated key stage throughout the day
- Establish positive relationships with students, parents, staff and external agencies in line with the school's vision and values

KEY METRICS

- Improving academic performance of a year group
- Ensuring that 100% of students complete homework daily
- Improving the culture of a year group
- Improving attendance of year group

You can find out more at:

www.creativeeducationtrust.org.uk

- Reducing suspensions
- Improving general academy behaviour
- Manage home-school liaison and links with external agencies

KEY RESPONSIBILITIES

ACHIEVEMENT

- Ensure that students identified learning gaps are filled through effective interventions.
- To work with the VP and AP curriculum and ensure that tuition and interventions are appropriate.
- Use data to ensure that PSP and passports are being used effectively.
- To track and monitor interventions to evidence impact.
- To lead culture walks and use data to feedback to Department and Curriculum leads
- To work collaboratively with students to understand target setting.
- Deliver study skill sessions to prepare pupils for the CET MCQ tests/PPE/GCSE examinations.
- Co-ordinate, promote and celebrate activities and events within your allocated group that encourage and recognises achievement.
- Ensure that parents are informed of issues affecting the progress of their child.
- Take a lead responsibility in devising and co-ordinating appropriate intervention for students within the year group whose progress is of a concern.

BEHAVIOUR

- Lead line up
- Lead Forum
- Lead cultural CPD
- Lead in managing behaviour and upholding school standards for their year group with uniform, implementing sanctions and to check/issue reports.
- Taking statements issue sanctions and/or make recommendations on appropriate suspension
- Monitor student data and ensure appropriate action is taken to recognise/reward and where appropriate sanction students
- Lead meetings with parents/carers supporting return for exclusion and the writing of initial PSP's
- Prepare reports on students
- Take part in patrols and being available on corridors in non-supervised time including lesson change over.
- Manage ICE and Altex
- Arrange exclusion paperwork, readmission meetings and re-integration
- Organise work for excluded students
- Keep the pastoral team apprised of any concerns about student behaviour/attendance which may impact on student progress, identify any trends, and support implementation of subsequent intervention plans

SEND

- Work with the SEND team and SENDCO to implement effective SEMH strategies.

ATTENDANCE

- Monitor attendance data and ensure regular attendance meetings for identified students are conducted, recorded by tutors.
- Liaise with tutors, the attendance team and school nurse to ensure good attendance and reduce persistent absence within the key stage, including home visits and support for attendance weeks
- Ensure tutors are taking and recording scheduled attendance meetings with key students
- Supporting the monitoring of students attending

ADMISSIONS

- Facilitate the transfer or placement of students to and from other schools
- Lead with transition and the preparation of folders/files for new students into the year group

SAFEGUARDING

- Support safeguarding team in understanding wider context of students identified to them
- Support with the completion of MARFs (Multi Agency Referral Forms), referrals to alternative provision and Early Help Assessments and provide ongoing information/reports for outside agencies on students (e.g., CAMHS / PEPS)
- Know the vulnerable students within the year group and act as a champion for them
- Keep up to date with community events and information that may impact on the wider student body

OTHER

- Attend and contribute to inclusion meetings
- Support students/parents with pastoral issues
- Ensure that telephone calls and messages are responded to in a timely manner
- Attend and support year team events in liaison with the pastoral leads / SLT e.g., parents' evenings, trips, and options evenings
- Ensure that your involvement with students as well as other staff reflects the Academy's inclusive ethos and its commitment to being a professional learning community
- Contribute to supervision duties to ensure the maintenance of a safe and secure school environment
- Keep up to date with developments and understand the latest information on data protection, confidentiality, and other legal issues
- Comply with school policies
- Ensure that safe working practices are adopted, and a safe working environment is maintained

- To undertake as required other duties and responsibilities relevant to the job or the seniority of the post as directed by the Principal.

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.

The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal

You can find out more at:

www.creativeeducationtrust.org.uk

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree • Sustained record of professional development. 	<ul style="list-style-type: none"> • Safeguarding or Child Protection Qualification • Formal DSL training
EXPERIENCE	<ul style="list-style-type: none"> • Experienced at '<i>walking the talk</i>' with a track record of being able to provide a strong, visible leadership of students • Proven track record of substantially raising standards of behaviour, attendance, and achievement • Excellent track record as an effective practitioner, able to create specific strategies that meet the needs of students, particularly those with SEND and those who are disadvantaged. • Successful experience in leading effective change • Extensive experience of developing student involvement in school. 	<ul style="list-style-type: none"> • DSL/DDSL experience • Acted as Designated LAC Teacher
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Skills and experience of school processes and how these drive outcomes. • In-depth knowledge of the 11-19 curriculum. • Must be an outstanding practitioner with the ability to provide leadership to staff and students. 	<ul style="list-style-type: none"> • Local authority process for LAC/Safeguarding/PP • Behaviour management training
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Proven track record of significantly improving student outcomes. • Must be able to work constructively under pressure • Ability to persuade and influence others towards the schools' vision. • Ability to deliver key messages effectively • Resilience and a "<i>can do</i>", "<i>will do</i>" work ethic • Strong analytical skills and the ability to make complex information clear to all staff. • Skills in developing and implementing behaviour management and praise strategies to substantially impact both the attitudes to learning and the outcomes for vulnerable students. • The ability to develop a philosophy of high aspirations and expectations for every student giving cognisance to SEND, equal opportunities, diversity, ethos and student management. 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

You can find out more at:
www.creativeeducationtrust.org.uk