

Assistant Head and English Lead

Springfield Academy

The Education Village Academy Trust

- Candidate Information
- Person Spec
- Additional Information





Dear Candidate,

Thank you for your interest in the post of Assistant Head and English Lead, within Springfield Academy. I am delighted to have the opportunity to share some information about our Academy, the Trust and the other schools within it as well as some detailed information about the post.

The post is based within Springfield Academy which is a single form entry mainstream primary school with approximately 260 children on roll, which includes a 26 place Nursery. We are seeking to recruit enthusiastic and committed staff whose exceptional knowledge and skills will support the Principal, Leadership team and other staff.

The Education Village formed in 2006 with three schools – **Springfield Primary School**, Beaumont Hill Special School and Haughton Secondary School - coming together to form a hard federation under a PFI contract housed in a state of the art £27 million campus. In April 2012 The Education Village Academy Trust (EVAT) was formed and two further schools subsequently joined the original three schools in the Trust – Gurney Pease Academy (a mainstream primary school) and Marchbank Free School (a SEMH Special Free School), both on their own individual sites.

The Education Village Academy Trust is committed to providing an outstanding education in the broadest sense. Our key priorities are to:

- develop successful learners
- increase learner progress to reach full potential
- extend students' moral, social, cultural and spiritual development

What can you expect from us?

Staff are The Education Village Academy Trust's most valuable resource and we value and invest in our people. We encourage reflective practice, classroom-based research and collaborative peer coaching because we want staff to deliver outstanding provision and to maintain a passion for learning. Wherever possible we seek to accredit the professional development work of staff. Learning from others is at the centre of our staff development provision. We are highly fortunate that our broad educational provision allows us to draw on a wealth of knowledge, enthusiasm and expertise to deliver a broad and varied internal CPD programme.

If you would like to arrange a visit to our school please contact Emma Alderson (HR Officer) on 01325 248161.

Yours faithfully,

Judith Amerigo
HR Manager

Post and Person Specification

THE EDUCATION VILLAGE ACADEMY TRUST SPRINGFIELD ACADEMY

JOB PROFILE

<u>POST TITLE :</u>	Assistant Head and English Lead
<u>GRADE :</u>	Leadership scale L5-L9
<u>REPORTING RELATIONSHIP</u>	Principal
<u>JOB PURPOSE :</u>	To provide dynamic and strategic leadership within Springfield Academy. Class Teacher to teach within Springfield Academy. To lead the curriculum area of English across the Academy.
<u>POST NO.</u>	

MAIN DUTIES/RESPONSIBILITIES

This job description outlines the specific responsibilities related to the above and is in addition to the generic Class Teacher job description as outlined in the School Teachers Pay and Conditions document.

Core Purpose

- To be part of the Senior Leadership Team and positively support the aims and ethos of the school as identified by the Principal and Deputy Headteacher.
- To lead and inspire colleagues and provide professional management and direction, ensuring high quality teaching and learning, aspirational target setting, effective use of assessment for learning, appropriate use of resources and high achievement for all pupils.
- To monitor and evaluate teaching and learning, progress made in achieving targets, use of assessment for learning and use the information gathered to guide further improvements.
- To lead development of colleagues through example, team working and mutual support and the organisation of high quality professional development.

- To work closely with colleagues to develop, implement and review policies, practices and action plans which reflect the school's commitment to high achievement.
- To be part of the School Improvement and Development Team to develop, implement and review whole schools' strategies, policies, ethos and to take an active role in whole school improvement developments in line with School Self Review and Evaluation.

Responsibilities

- To provide an excellent role model for teaching and learning. This is a class based position but with one day allocated leadership time per week in addition to PPA time.
- To take responsibility for coordinating and leading developments in KS2 and whole school English.
- To take responsibility for leading whole school English across the school liaising with the EYFS/KS1 Leader ensuring that English is well led.
- To guide and support colleagues in the planning and delivery of the KS2 curriculum.
- To guide and support colleagues to ensure that they are clear about learning intentions/ objectives and success criteria, plan appropriate and relevant activities and understand the sequence of teaching and learning.
- To monitor and evaluate planning and teaching and learning in KS2 and the teaching of English in particular and to use this information to identify effective practice and areas for improvement, taking the necessary action to ensure improvement.
- To monitor children's work regularly for the appropriateness of content, progression and continuity between and within classes, consistency in standards of presentation and learning and use of the school assessment for learning policy.
- To track attainment and ensure that information on pupils' attainment is used effectively to ensure pupils' progress and lead pupil progress meetings in KS2.
- To ensure that ICT is used appropriately in KS2
- To analyse and interpret National, Local and School data, together with research and inspection evidence, to inform policies, practice, expectations, targets and teaching strategies.
- To keep up to date with developments through attending courses and meetings including undertaking relevant and up to date training relating to the development of management skills.
- To lead INSET workshops and activities and provide advice and support for other members of staff.
- To liaise with other coordinators and Senior Leaders as appropriate.
- To attend meetings as appropriate, relating to the management of the school.

- To consult with advisers, outside agencies and teachers in other schools when necessary, and where appropriate, arrange visits.
- To provide information for Governors, staff and parents where required.
- To play an active role in developing the SEF, School Improvement and Development Plan and any future Ofsted Action Plan.
- To take on the role of coach or mentor to develop the quality of teaching and learning.
- To undertake the Performance Management of other members of staff.
- To promote and develop parental involvement through the provision of information and organisation of events.
- To promote and develop links with the wider community.
- To carry out a cycle of reviews of policy statements and schemes of work
- To regularly audit resources to determine future need; oversee care of resources and equipment; re-order resources as necessary; allocate available resources with the best possible efficiency.
- To manage the budget allocation efficiently and effectively ensuring that the school has best value from that allocation.
- To establish and maintain systems and routines for transition periods.

In addition

- In the absence of the Principal and Deputy Headteacher, take such responsibility to ensure that the school operates both effectively and safely.
- Ensure school team members are carrying out their roles and responsibilities in relation to all school policies
 - To deal, in the first instance, with behavioural issues reported by school team members
- Be aware and supportive of the pastoral needs of the staff – both teaching and non teaching
- To support school team members at all times
- To keep the Principal informed over all issues

Support for the Academy:

- be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- be aware of and support difference and ensure all pupils have equal opportunities to learn and develop;
- contribute effectively to the overall ethos/work/aims of the Academy and Trust;
- establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils;
- attend and participate in regular meetings;
- recognise own strengths and areas of expertise and use these to advise and support others;
- participate in training and other learning activities and performance development as required;
- assist with the provision of extra-curricular learning activities e.g. clubs, within guidelines established by the Academy.

The post holder must carry out his/her duties with full regard to the Trust's Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

The post holder must comply with the Trust Health and Safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

The post holder must carry out his/her duties with full regard to the Trust's Code of Conduct (for staff), Safeguarding and Child Protection Policies.

Any other duties of a similar nature related to the post which may be required from time to time.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principals of the Freedom of Information Act (2000) in relation to Trust records and information.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AND DISQUALIFICATION BY ASSOCIATION AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE AND RECHECKING AS APPROPRIATE.

Date: April 2016

**ASSISTANT HEAD AND ENGLISH LEAD
PERSON SPECIFICATION**

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Recognised Teaching qualification	AF/C	D1	Evidence of further training in area relevant to position being applied for (eg Middle Leader qualification)	
	E2	Degree in a relevant subject	AF/C			
	E3	GCSE A* - C in English and Maths	AF/C			
	E4	Continued professional and personal development	AF/C			
Experience & Knowledge	E5	At least 3 years experience as a leader with a proven track record of teaching across Key Stage 2.	AF/I/R	D2	Experience of a senior leadership role within a school and/or governing body	AF/I/R
	E6	Strategic leadership experience of a core subject area	AF/I/R	D3	To have experience of contributing to school self-evaluation and school improvement planning.	AF/I/R
	E7	Outstanding class teacher	AF/I/R			
	E8	Knowledge and understanding of the KS2 and English curriculum.	AF/I/R			
	E9	A good knowledge and understanding of pupil's educational, physical, personal and emotional development	AF/I			
	E10	A good knowledge and understanding of pupil's spiritual, moral, social and cultural development	AF/I			

	E11	A good knowledge and understanding of inclusive education and the SEN code of Practice implications	AF/I			
	E12	Establishing and developing effective policies and procedures	AF/I			
	E13	Evaluating and raising the quality of teaching and learning	AF/I			
	E14	Data analysis and target setting	AF/I			
	E15	Appropriate safeguarding and child protection policies and procedures	I			
	E16	Knowledge of innovative curriculum development	AF/I			
Skills	E17	Understanding of Assessment for Learning and how this is used to raise standards	AF/I			
	E18	Ability to lead, inspire, motivate and manage change	I/R			
	E19	Ability to communicate effectively both orally and in writing to a range of audiences	I/R			
	E20	Effective interpersonal skills	AF/I			
	E21	The ability to work under pressure and meet deadlines	AF/I			
	E22	To have experience of planning and delivering CPD to staff.	AF/I/R			

Personal Attributes	E24	Self-confidence, personal impact and presence.	I			
	E25	Excellent organisational and interpersonal skills.	I/R			
	E26	Commitment, enthusiasm, reliability and integrity	AF/I/R			
	E27	Ability to seek advice and support when necessary Ability to foster effective relationships with parents and the wider community	AF/I/R AF/I/R			
Special Requirements	E28	Enhanced DBS and disqualification by associated disclosure	D			

Key	
AF	Application Form
I	Interviews
C	Certificates
T	Tests
R	References
D	Disclosure

All appointments are subject to satisfactory references.

Additional information for candidates

This section contains the following information:-

- Application Guidance Notes
- Recruitment of Ex-Offenders Policy Statement
- An Application Form
- An Equality Monitoring Form

Unfortunately, although we appreciate the time you have spent completing your application, it is not possible for us to respond to all unsuccessful applicants. Therefore, if you do not receive a response to your application within four weeks of the closing date, please assume that on this occasion, your application has been unsuccessful. However, you can contact us on 01325 254000 to enquire whether you have been short-listed for interview.

THE EDUCATION VILLAGE ACADEMY TRUST APPLICATION FORM GUIDANCE NOTES

Please read this information before completing the Application for Employment

These notes are intended to help you complete your application form. The person specification provided with the details of the post lists the essential and desirable criteria against which each application will be assessed at each stage of the recruitment and selection process. Please note when the stage identified on the person specification includes "AF" you must show evidence on your application form that you meet this criteria.

The Application for Employment and Guidance Notes are available in alternative formats e.g. Tape, Braille and large print. Should you require an alternative format, please contact Judith Amerigo on 01325 254000.

General Points

Please complete the form using black type ink so that it can be photocopied. Please check that the form is for the correct post and take note of the closing date.

If you are applying for more than one post, a separate Application for Employment will need to be completed for each post for which you are applying.

The Academy Trust seeks to ensure that we appoint the right candidate to each job and that applications for employment are treated in a fair and consistent manner. Candidates are responsible for ensuring that they complete fully all sections of the application form in sufficient detail to ensure that the form can be properly assessed against the criteria shown in the person specification. Any information provided on CVs will not be considered for short listing purposes. If little or no information is provided on the application form, it will be impossible to assess your suitability and therefore progression to the shortlist for interview will be unlikely.

If you do not have enough space on the form at any point, you may continue on a separate sheet of paper. Please ensure that you write your name and the title of the post for which you are applying on any additional sheets

Front Page

The first section asks for some basic details about you. Please provide all the details as requested.

Present Employment

Please provide details of your present post, as requested, including the period of notice to be given. If you are unemployed at the time of applying please indicate this.

Previous Employment

Please provide full details of any previous posts you have held, starting with the most recent first. Please ensure you complete the “**reason for leaving**” column and **ensure you account for any gaps in employment**. (Please note that if you are not currently employed, have not been employed recently or have limited experience of employment, you do have the opportunity to give details of any other experience, voluntary work or private interests that you feel help you to meet the criteria on the person specification in the personal statement section of this form.

Education

Please provide full and accurate details about your education and training, paying particular attention to the grade achieved in each examination. Relevant certificates must support all qualifications and any appointment will be subject to the presentation of the original documents, but please do not attach them, as they will be requested at a later date.

Referees

You must supply us with the names, designations and addresses of two people to whom we may ask for references. One **must** be your present or most recent employer and if you are a recent school leaver, one should be the Head Teacher of your last school. If you do not wish us to approach your referees prior to interview please indicate this and we will comply with this request, but please note that an appointment will only be confirmed once satisfactory references have been received.

Personal Statement

Please use this space to give further details of experience and private interests relevant to your application. Please use additional sheets if required.

The Employment of people with Criminal Records

The Education Village Academy Trust operates a policy on employing people with criminal records. The Academy Trust does not see a criminal record as a bar to employment and will consider the nature of the conviction and its relevance to the job applied for prior to making any selection decisions. Under the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, you are required to disclose information concerning convictions including those which for other purposes are regarded as spent under the Act. A disclosure will be requested for the successful applicant for this job. The Academy Trust complies with the Code of Practice issued by the Disclosure and Barring Service, of which a copy is available upon request.

Disability

The Education Village Academy Trust is positive about disability and welcomes applications from disabled people. Please complete the section on disability, which we include to establish whether we need to make adjustments to enable you to take part in the selection process; take positive action in supporting employment for disabled people; establish whether you will be

able to carry out a function that is intrinsic to the work concerned and / or establish that you have a disability where this is an occupational requirement (Section 60 of the Equality Act 2010 refers). As a Disability Symbol User, the Academy undertakes to interview any applicant who declares a disability on the Application for Employment and who meets the minimum essential criteria for the job.

Driving ability

Please answer the questions relating to driving ability in accordance with the requirements of the post.

Relationship with Members and Officers

You are required to complete this section regarding your relationship with any Members or Officers of the Academy Trust. Failure to declare such a relationship could result in disciplinary action or dismissal.

Finally please check that you have completed all sections of the Application for Employment and that you have signed it.

Data Protection Disclaimer

We will use the information you give on this form and any supporting information you provide for the purposes of the form/service. Additionally, we will also use the information for the purposes of the Academy Trust, and any other lawful purpose, and/or to provide you with information regarding other services and benefits to which you may be entitled.

Equality Policy

The Education Village Academy Trust is an equal opportunities employer and is committed to equality for all in terms of our culture, service delivery and employment. The aim of the Academy Trust's Equality Policy, with regard to recruitment and selection, is to ensure that no job applicant receives less favourable treatment on the grounds of sex, marital status, race, colour, ethnic origin, age, disability, sexual orientation, religion or belief, political beliefs, unrelated criminal conviction(s), or indeed any of the areas listed in our policy.

N.B. The Equality Monitoring Form is not part of the selection process. It will be used purely to monitor the diversity of applicants, in line with the Academy Trust's Equality Policy.

Age

The Academy Trust's application form does not ask an applicant's age, however there is a question on the separate equal opportunities monitoring form but this is not seen by those involved in the selection process. The Academy will consider all applications on merit.

No Smoking at Work Policy, Alcohol at Work Policy and Substance Misuse Policy

The Academy operates the above policies for the health and safety of its employees. All applicants successful at interview will be required to comply with these policies.

Conditional Offer of Employment

All job offers are conditional, subject to satisfactory pre-employment checks including references, DBS check (if applicable), proof of ID, qualifications (if applicable) and medical clearance by our Occupational Health Service.