



**Deputy Headteacher**

**Application Pack**

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**Letter from Cathie Paine, Chief Executive Officer**

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is, you then we would be delighted to receive your application.

**Cathie Paine**

**CEO**

# Our Touchstones

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago Touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

# The role

**Deputy Headteacher at Lower Farm Academy Milking Lane, Nuneaton, CV10 0FG.**

We are looking to appoint an inspirational, ambitious Deputy Headteacher, to join our dedicated and enthusiastic team. The successful individual will work with the Headteacher to embed outstanding teaching and learning across the school through the development of the curriculum and staff.

At Lower Farm Academy we strive to ensure that all our pupils are happy, confident, ambitious individuals with a passion for learning; who possess the skills, knowledge, learning attitudes and behaviours to enable them to be successful in the world today, and in the future.

We achieve this through creating a strong sense of community and by providing high quality teaching and learning opportunities through an inspiring curriculum.

We provide all staff with excellent CPD, a supportive working environment and the opportunity to contribute towards projects, initiatives and experiences that make a real impact.

**We are seeking a Deputy Headteacher who demonstrates a commitment to our school ethos and vision and who is:**

* Driven by values and can exhibit deep evidence of relational leadership
* Experienced in curriculum development and improvement
* Experienced in working in diverse settings with associated challenges and deprivation
* Experienced in transforming schools sustainably and compassionately with demonstrable impact

**We can offer you:**

* Strong, supportive leadership and a caring, enthusiastic and cohesive staff team
* A commitment to providing high quality professional development
* Encouragement to develop new ideas
* The opportunity to make a real difference to change the lives and futures of our children

**Background Information about the School**

Lower Farm Academy is a new primary school in Nuneaton and is part of REAch2 Academy Trust. We are a school that cultivates strong cultural, social and moral values in line with the REAch2 touchstones so that the school is at the heart of the new community it serves. A talented staff team engages all learners in reaching the highest standards through our exciting and innovative curriculum which offers a wide range of unique learning experiences. High aspirations and expectations encompass all aspects of school life so we can support all our children in developing high self-esteem, self-discipline, wellbeing and a strong community spirit.

As a member of the REAch2 Trust, a national family of primary academies, Lower Farm Primary Academy is committed to raising standards and achieving excellence for all pupils whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Lower Farm Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check and satisfactory written references.

**If you really want to make a difference, then we need YOU!**

**This isn’t just any teaching job. This is the opportunity to be part of something amazing, to improve the life chances of children,**

**So, if you are**:

* An excellent practitioner keen to work in a supportive and principle-based school.
* Driven by a strong moral purpose to enable disadvantaged children to achieve against the odds?
* Passionate about creativity and fun?
* Warm in character, easy to work with and committed to teamwork, recognising that more can be achieved together than is possible as individuals?
* Unafraid of hard work?
* Calm and able to handle pressure and setbacks?
* Keen to be challenged to become the best teacher that you can be?
* Able to be pushed at an accelerated rate of development, and reflective and proactive enough to make it happen?
* Determined to succeed against the odds, with a ‘Find a way or make one!’ attitude?

**Then you’d love to work at Lower Farm Academy.**

This is not just another job. This is a chance to be part of something exciting and very worthwhile. This opportunity will open doors both professionally and personally to anyone who joins our quest. We can offer you:

* A Leadership Team dedicated to helping you develop an outstanding career;
* The chance to work for one of the largest Academy Trusts – REAch2
* The chance to work with a fantastic team, with the best possible opportunities to share ideas, planning, assessment etc.
* Opportunity to work alongside outstanding teachers, to observe and share practice on a regular basis, developing pedagogy through reflectivity;
* The chance to use / develop personal curriculum strengths;
* An excellent CPD training programme;
* A dynamic, creative staff, dedicated to achieving whole school improvement;
* Appreciative, well-behaved and enthusiastic pupils;
* Enthusiastic and proactive parents.

# The application

You are invited to submit an application form to **Andy How Headteacher** by email **recruitment@reach2.org**

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion or school visit please contact **Mr Andy How, Head Teacher** via email at[**head@lowerfarmacademy.org**](mailto:head@lowerfarmacademy.org) **The school office telephone number is** [**024 7526 7760**](https://www.google.com/search?q=lower+farm+academy+telephone+number&sca_esv=bea76010820982b8&sca_upv=1&rlz=1C1GCEU_enGB1091GB1092&ei=iy4ZZpb1MKu0hbIPztSJuAc&oq=lower+farm+academy+tele&gs_lp=Egxnd3Mtd2l6LXNlcnAiF2xvd2VyIGZhcm0gYWNhZGVteSB0ZWxlKgIIADIFECEYoAEyBRAhGKABMgUQIRigATIFECEYoAEyBRAhGKABSPcwUJsHWIwlcAF4AZABAJgBf6AB6AOqAQM0LjG4AQHIAQD4AQGYAgagAvgDwgIKEAAYRxjWBBiwA8ICExAuGIAEGIoFGEMYxwEYrwEYsAPCAg0QABiABBiKBRhDGLADwgILEC4YrwEYxwEYgATCAgUQABiABMICChAAGIAEGIoFGEPCAgYQABgWGB7CAhoQLhivARjHARiABBiXBRjcBBjeBBjgBNgBAcICCxAAGIAEGIoFGIYDmAMAiAYBkAYKugYGCAEQARgUkgcDNS4xoAfLGQ&sclient=gws-wiz-serp)

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:** | **7th May 2024 12 noon**  **(Applications will be assessed upon submission)** |
| **Interviews:** | **10th May 2024** |
| **Contract Details:** | Permanent, 32.5 hour per week |
| **Salary:** | Leadership payscale L7 – L11 |
| **Start date:** | September 2024 |

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

**Post: Deputy Headteacher**

**Salary: Leadership payscale L7 – L11**

**Responsible to: The Headteacher**

**Core Purpose**

* To provide strong leadership that results in the provision of first-class teaching and learning opportunities for all pupils.
* To work with other leaders and curriculum leaders to provide an integrated coherent approach to teaching and learning which ensures that all pupils make sound progress from their starting points.
* To be responsible for monitoring and evaluating the quality of teaching and pupil achievement ensuring high standards are attained by staff and that all children fulfil their potential.
* To lead the whole staff team in developing further a strong learning culture that has high expectations of work and behaviour at its centre.
* To set high professional development standards as a class teacher providing a role model for all staff in both classroom organisation and management and in implementing all school policies.
* Curriculum Leader for an area of the curriculum.
* To support Community cohesion within the school.

**Key Responsibilities:**

* To deputise in the absence of the Executive Headteacher/Headteacher

**Strategic Management:**

* Develop and implement the school’s strategy for Academic Education, so that it integrates with the major objectives of the school development plan and takes the provision forward to meet the targets set.
* In conjunction with the Executive Headteacher/Headteacher/DSL/SENCo, set strategic targets for teaching and learning and outcomes for pupils with SEN&D, EAL or those who are subject to child protection procedures.
* In conjunction with the Executive Headteacher/DSL, set strategic targets for attendance for all pupils and specifically those who are deemed vulnerable.
* Develop outstanding practice in teaching & learning, setting targets for continuous improvement and provide support e.g., through appraisal, planning and delivering CPD on matters of learning and teaching as required.

**Subject Management to include:**

* Play a major role in school improvement and the school self-evaluation planning process.
* Ensure robust evaluation of school performance, progress data and actions to secure improvement comparable to national standards.
* Contribute to the development, implementation and monitoring of action plans and other policy developments and priorities.
* Work as part of the senior leadership team to monitor and evaluate the quality of teaching and learning taking place throughout the school, via a range of monitoring activities.
* Work with the senior leadership team to raise standards through staff performance management.
* Set targets for pupil achievement for children with SEN&D, EAL, LAC and those subject to child protection procedures.
* Monitor and evaluate progress towards targets and intervene swiftly if pupils are at risk of failing to meet targets set. Ensuring that there is an effective assessment, recording and reporting system of pupil progress, prepare reports for the SLT and the Governing Body on a half termly basis, and on request when necessary.
* Have an in-depth understanding of access arrangements for children across all year groups and be accountable for correct access arrangements being in place at statutory assessment points.
* Fulfil the duties and accountabilities of the Deputy Designated Safeguarding Lead.
* When necessary, design personalised curriculums that meet the aims of the school and the needs of all pupils, ensuring that the resources required to teach are available for staff to utilise.
* Ensure that the statutory requirements of the National Curriculum are met.
* Monitor and evaluate the design and delivery of the curriculum for pupils with SEN&D and pupils with EAL; continuously striving to improve all aspects.
* Regularly monitor the external and internal learning environment and ensure appropriate ICT initiatives influence and improve learning for pupils and staff.
* Ensure that pupils have equality of opportunity and can work to their optimum.
* Lead by example when implementing and managing change initiatives.

**Financial Management**

* Oversee with SENCo long term and short-term budgets for resourcing SEN&D, EAL and LAC appropriately and effectively.
* Monitor actual spend against forecast.
* Ensure that ‘Best Value’ principles are applied to all appropriate purchasing decisions.
* Evaluate use of financial resources to ensure that desired outcomes are met.
* Advise the SLT of potential additional funding and assist with the bidding process.
* Through support and challenge monitor the effective use of the delegated and top-up budgets.

**People Management**

* Adopt a strong, caring and flexible leadership style so as to influence and motivate staff and pupils to achieve their objectives and those of the school.
* Create an environment of open-mindedness, fairness and harmony between groups and individuals.
* Working proactively with the Senior Leadership Team to create an open, valuable working relationship that thrives on using the knowledge and expertise of individuals and groups to produce optimal outcomes.
* Advise the Senior Leadership Team about the recruitment and retention of high-calibre staff.
* Implement ‘Best Practice’ performance management processes so as to provide a positive framework for staff development and achievement.
* Evaluate the staff development programme and liaise with the Senior Leadership Team to modify as appropriate.
* In conjunction with all staff, organise activities/processes that encourage team development (including parents and other stakeholders).
* Ensure all staff, including short- and long-term temporary staff, receive an induction with your area of responsibility and fully understand all relevant policies and their implementation.
* Ensure that effective, caring policies concerning a broad range of pupil and staff welfare matters are implemented.
* Provide overt support to staff to enable them to effectively implement the school policies and specifically inclusion related policies.
* Create an environment where there is visible acknowledgement that everyone’s contribution is valued.

**Developing and maintaining strong community links**

* Develop initiatives to outreach to the community.
* Create and implement ways of actively involving parents in the learning process.
* Instigate, develop and maintain links with local businesses and outside agencies to enhance the learning experience for pupils.
* Network with other schools to share best practice.
* Facilitate a broad range of activities in conjunction with staff, pupils and the wider community to deepen and broaden learners’ experiences.

**General Duties:**

* Provide appropriate, accurate and timely performance and assessment information to enable continuous evaluation of performance.
* Check that information required in-house and via external bodies is produced within the given time scale and is of excellent quality.
* To assist in the recording and monitoring of pupil progress, problems and development needs.
* To be responsible for health and safety of self and others and adhere to the school health and safety policy and procedures.
* Attending training sessions.
* To undertake any other reasonable duties deemed necessary for the smooth running of the school.

**These duties may be varied to meet the changing demands of the school at the reasonable direction of the Executive Headteacher/Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.**

# Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
| **Factors** | **Essential** | **Desirable** | **Measured By** |
| **Qualifications and Skills** |  |  |  |
| Relevant degree | X |  | A |
| Master’s degree |  | X | A |
| Designated Safeguarding Lead Qualification |  | X | A |
| Qualified Teacher Status | X |  | A |
| Designated LAC teacher training |  | X | A |
| Evidence of further effective professional development | X |  | A I |
| **Knowledge** |  |  |  |
| At least four years’ experience of teaching in the primary setting | X |  | A I |
| Outstanding teacher | X |  | R O I |
| Proven track record of raising educational standards | X |  | R |
| Using data to set targets and raise standards | X |  | R I |
| Experience of managing / leading a team | X |  | A R |
| The monitoring and evaluation process | X |  | A R I |
| Assessing pupils with SEN&D and EAL |  | X | A R I |
| Statutory testing and access arrangements | X |  | A O I R |
| Working with Children’s Services |  | X | A I |
| Managing in-house admissions |  | X | A R I |
| Engaging difficult to reach families |  | X | A R |
| Working in a school in challenging circumstances |  | X | A R I |
| Contributing to the SEF and SDP | X |  | A R I |
| Conducting performance management / appraisal |  | X | I |
| Inspection and Ofsted guidance |  | X | A I |
| **Personal Qualities** |  |  |  |
| Flexibility of approach | X |  | R |
| Well organised | X |  | O R I |
| Supportive – able to work as part of a team | X |  | R |
| Able to respond to and seek advice | X |  | R |
| **Interest and motivation in the job** |  |  |  |
| Enthusiasm for children’s learning | X |  | O I R A |
| \*Key: A = application, R = Reference, O = Observation, I = Interview | | | |

All staff are expected to understand and be committed and to contribute to Trust’s commitment to Equal Opportunities for all.