




Recruitment Application Pack
Achievement Director: English
Required for September 2018

Leadership 8-12



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Welcome Letter

Dear Colleague,

Thank you for your interest in the role of Achievement Director for English at Bishop Young C of E Academy.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the Achievement Director role, from which we hope you will gain an understanding of our ethos and approach, the high aspirations we have for ourselves and our students, and the exciting journey we're embarking on together having joined the Abbey Multi Academy Trust in May 2017.

As a member of the Abbey Multi Academy Trust, we aim to provide the best possible environment for the staff, students and community we serve. Together we need to be both realistic about the challenges ahead, but unswerving in our commitment to tackling them with pace and confidence.

The Academy has seen big changes to its staffing, structures and routines in the last year. We have a dedicated and talented team who are committed to achieving the best for our students.

Joining us at this exciting time presents a career defining opportunity. We have begun an improvement journey that will take us to "outstanding", which will be an incredibly rewarding experience for everyone at Bishop Young. All staff will benefit from opportunities to work closely with other partners in the Abbey Multi Academy Trust and, most importantly, our students will flourish.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Bishop Young Academy and Abbey MAT have to offer.

We look forward to meeting you and reading your application.

Carol Kitson
Executive Principal and CEO
Abbey Multi Academy Trust

Paul Cooper
Principal
Bishop Young C of E Academy

Advert

ABBAY MULTI ACADEMY TRUST

Butcher Hill, Leeds, | CEO: Carol Kitson, Principal: Paul Cooper

**Achievement Director: English – Leadership 8 -12 (£46,799 - £51,639)
Required for September 2018**

Reference: BYA11

Additional recruitment and retention allowance may be available for an exceptional candidate plus access to an individually tailored CPD package

Bishop Young C of E Academy is a thriving 11-18 Church of England convertor Academy which serves communities right across the city of Leeds. We are part of a newly formed and growing multi academy trust, **Abbey Multi Academy Trust**.

We are looking to appoint a dynamic, engaging, reflective practitioner to join our Extended Leadership Team as the Achievement Director for English.

We would welcome applications from experienced Heads of English or individuals with leadership experience who can rise to the challenge and can demonstrate impact and improvements in their current role.

With current changes in the curriculum we need someone who can lead the department confidently through these changes, whilst driving improvements in teaching and learning.

Candidates who have the motivation to work with a vibrant team and the passion to work with children in a supportive and rapidly evolving environment, are encouraged to apply.

The salary range for the post is L8 – 12 and will be negotiated on the basis of experience and responsibilities.

Visits to Bishop Young Academy are encouraged and can be arranged by contacting Lucy Johnson, HR Administrator, at ljohnson@bishopyoungacademy.co.uk

To obtain an application pack please visit our vacancy page <http://www.abbeymat.co.uk/vacancies.html>

The closing date for applications is Friday 18th May 2018.

For an informal discussion about the role, please contact Lucy Johnson on 0113 2739126.

Abbey Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. An enhanced disclosure from the DBS will be required for this post.

Application Process

The closing date for applications is Friday 18th May 2018.

Completed applications should be returned by email to:

ljohnson@bishopyoungacademy.co.uk

All applications will be acknowledged within 24 hours. Should you fail to receive confirmation of receipt please call 0113 273 9126.

We will contact successful candidates after the closing date with details of the interview process.

Abbey Multi-Academy Trust is robust in promoting the safeguarding of children and is rigorous in its recruitment checks. An enhanced disclosure from the DBS will be required for this post.

Queries

If you have any queries on any aspect of the application process or need any further information please contact ljohnson@bishopyoungacademy.co.uk



Job title: Achievement Director: English

Salary Scale: L8 -12

Reporting to: Vice Principal and Senior Leadership Team for Curriculum Area

Overall purpose of the post:

To support and contribute to the Senior Leadership Team as part of the Extended Leadership Team in providing leadership and strategic direction to the Academy through the curriculum area by:

- Ensuring consistently high levels of progress for all students
- Ensuring high standards and expectation from students and staff
- Ensuring the provision of high quality teaching and learning

To act as Subject Leader for their own specialism

Key responsibilities:

- To communicate clear purpose and vision to the Curriculum Area, providing clear, cohesive leadership and direction in the Curriculum Area.
- To model the vision and values of the Academy, ensuring delivery of our mission to work in Partnership to Educate, Nurture and Empower.
- To contribute to the strategic development of the Academy by implementing whole Academy new initiatives, monitoring and reporting on key outcomes.
- To effectively manage and deploy teaching staff, financial and physical resources to support the designated curriculum area.
- To agree and support the achievement of designated subject student progress targets to make a measurable contribution to whole school targets.
- To support, facilitate and monitor the progress of designated areas of the Curriculum Area Development Plan/SEF to ensure they make a significant contribution to the Academy Improvement Plan.
- To lead monitoring processes in the Curriculum Area using self-evaluation and development planning as an opportunity and tool to raise aspiration and achievement.
- To take responsibility for the Performance Management of staff within the designated Curriculum Area, following procedures and policy as determined by the Governing Body and Principal of the Academy.
- To provide feedback to middle leaders and their staff through the monitoring and performance management systems in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible impact on student learning across the Curriculum Area.
- Working in a cross-curricular way to support subjects across the Academy in the use of active learning approaches to enrich curriculum and skills delivery.
- To undertake the full range of duties and responsibilities as required by the Principal

Responsible for:

- Line management of Curriculum Area staff
- All Curriculum Area resources and budget
- Supervision, progress and development of students in Curriculum Area
- Supervision of work of any classroom support staff during times they are allocated to Curriculum Area classes

Key Tasks:

Educate

Teaching & Learning

- To develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Curriculum Area.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Curriculum Area, liaising with the Cover Supervisor/relevant staff to secure appropriate cover.
- Model best practice, demonstrating teaching skills and leadership qualities necessary to command respect, and encourage commitment to raising standards.
- To liaise with the Vice Principal to ensure and be accountable for the development and delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Development Plan.
- To keep up to date with, and respond to, national developments in the subject area, teaching practice and methodology.
- Help devise, implement and monitor Schemes of Work to ensure they focus on consistent and effective learning and teaching to produce progression for all and ensuring differentiation and personalisation of learning for all students.
- Develop and maintain a VLE space for the sharing of Schemes of Work, Lesson Plans and resources within the Curriculum Area.

Achievement/Progress

- To actively monitor and follow up pupil progress and ensure that progress is tracked through a range of strategies.
- Analyse and interpret data on students' attainment and action plan accordingly, reviewing with teachers their assessments of progress for classes, groups and individuals.
- Provide good quality assessment using formative and summative methods in conjunction with the Academy's AfL and marking policy.
- Set effective homework and extension work to encourage and enliven student learning.
- Be aware of the KS2 curriculum and the standards of progression and attainment for KS3 students.

Nurture

- To ensure the Behaviour Management Policy is implemented in the curriculum area so that effective learning can take place.
- To support and assist subject leaders and their teams to ensure they understand, and are actively implementing, the key aspects of the Academy's Behaviour and Inclusion Policies.
- To comply with the Academy's Child Safeguarding Procedures and to report concerns to the Designated Child Protection Officer.

Key Tasks continued:

Empower

Staff

- To work with the Assistant Principal to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the Curriculum Area's support staff.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated Curriculum Area.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To lead on and maintain a SEF portfolio with evidence of curriculum area data, targets and trends as determined by the Vice Principal.
- To lead on an annual examinations' analysis and regular Curriculum Area review as part of the school's self-evaluation cycle.
- Participate in coaching and mentoring programmes to support colleagues and develop own practice.
- Ensure that the Curriculum Area supports the Academy's implementation of all current statutory requirements eg Disability Discrimination Act, Special Educational Needs, Child Protection, Health and Safety.

Students

- To ensure that student voice is heard in the self-evaluation and development of the Curriculum Area.

Partnership

- To lead on the communication of the development and direction of the Curriculum Area at 'Moving On' evenings and other events.
- To ensure effective communication/consultation as appropriate with the parents of students, monitoring the overall accuracy and quality of reports to parents/carers, ensuring that all deadlines are met.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- Be the first line of contact for parents' and carers' concerns with regard to their child's performance in the Curriculum Area.
- Be involved in reporting to Governors on a regular basis.

General Duties:

- To carry out supervisory duties in accordance with published schedules.
- To take part in appropriate meetings and events with colleagues, parents/carers and governors.
- To accept personal responsibility for supporting the general ethos, atmosphere and progress of the Academy.
- To act as Form Tutor and class teacher as required.
- To contribute to the PHSCE programme as required.
- To undertake quality assurance routines to monitor standards including work scrutiny, planning scrutiny, student voice feedback etc.
- To prepare reports, as necessary, for local governing bodies.

Note:

This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. Elements of this Job Description, and changes to it, may be agreed at the request of the Principal or the incumbent of the post. The above must be viewed in conjunction with the relevant sections of the School Teachers' Pay and Conditions of Service document which is published annually.

I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the CEO/Principal/Headteacher.

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|-------|------------|
| Name: | Signature: |
| Date: | |

ACHIEVEMENT DIRECTOR: CURRICULUM (ENGLISH)

PERSON SPECIFICATION CRITERIA

| Qualifications | | ESSENTIAL | | | DESIRABLE | | |
|---|--|------------------|---|---|------------------|---|---|
| 1 | Qualified teacher status for England (or equivalent) | A | R | | | | |
| 2 | Relevant degree (or equivalent) | A | R | | | | |
| 3 | Recent, relevant professional learning and development | A | R | | | | |
| 4 | Completion of, or working towards, additional professional qualifications | | | | A | R | |
| Professional knowledge, skills and abilities | | ESSENTIAL | | | DESIRABLE | | |
| 1 | Evidence of high expectations which inspire, motivate and challenge every student | A | R | I | | | |
| 2 | Evidence of track record of results that exceed expectations | A | R | I | | | |
| 3 | Demonstration of in-depth subject and curriculum knowledge | A | R | I | | | |
| 4 | Consistently plan and deliver well-structured lessons that enable all learners to make exceptional progress | A | R | I | | | |
| 5 | Manage behaviour effectively to ensure and foster a safe, engaging, enjoyable and outstanding climate for learning | | R | I | | | |
| 6 | Awareness of the need to safeguard students' well-being, in accordance with statutory provisions and policies | | R | I | | | |
| 7 | Successful involvement in self-evaluation processes and data analysis as an aid in personal and school improvement, development and change | A | R | | | | |
| 8 | Successful experience in leading and managing change and innovation | | | | A | R | I |

| | | | | | | | |
|----|---|---|---|---|---|---|---|
| 9 | Ability to lead, motivate and develop staff and students to work independently and in teams towards a common goal | A | R | I | | | |
| 10 | Active involvement in the development and improvement of teaching and teaching | A | R | I | | | |
| 11 | Secure commitment to a clear vision and direction for the curriculum area | A | | I | | | |
| 12 | Awareness and understanding of the wider educational context and national accountability frameworks | A | R | I | | | |
| 13 | Knowledge of/involvement in educational research on teaching and learning | | | | A | R | I |
| 14 | Consistently good and outstanding teacher | A | R | I | | | |
| 15 | Confident in the use of ICT to support learning | A | R | I | | | |

| Experience | | ESSENTIAL | | | DESIRABLE | | |
|------------|---|-----------|---|---|-----------|--|---|
| 1 | Successful working relationships with students, staff, parents/carers | A | R | I | | | |
| 2 | Experience of school improvement planning | A | | I | | | |
| 3 | Experience of monitoring classroom performance across school/Academy | A | | I | | | |
| 4 | Significant, substantial and successful experience in a post of responsibility in a school/academy | A | R | I | | | |
| 5 | Successful experience of developing and implementing systems and structures to manage, track and evaluate policy, change and improvement. | A | R | I | | | |
| 6 | Experience of pastoral/tutor role | A | | | | | |
| 7 | Experience of cross curricular initiatives/projects or whole school developments | | | | A | | I |
| 8 | Managing finance/budget | A | R | | | | |

| Professional Attributes, Qualities and Values | | ESSENTIAL | | | DESIRABLE | | |
|---|---|-----------|---|---|-----------|--|--|
| 1 | Track record of making a positive contribution to the wider life of the school/Academy and community | A | R | | | | |
| 2 | Developed effective professional relationships with all | | R | I | | | |
| 3 | Ability to reflect critically, and respond to, performance and feedback | A | R | I | | | |
| 4 | An inspirational leader, passionate about teaching and learning | A | R | I | | | |
| 5 | Possess personal integrity, warmth, a willingness to grow and learn, and a sense of humour | A | R | I | | | |
| 6 | Ability to articulate, communicate and support the ethos and values of Bishop Young | | | I | | | |
| 7 | Enabling the highest levels of student achievement through translating vision, ethos and values into practice | | | I | | | |
| 8 | Enthusiasm to take the Academy forward through a process of change, development and ongoing improvement | | | I | | | |
| 9 | Commitment to leadership by example | A | | I | | | |
| 10 | Excellent interpersonal, written and oral communication skills | | | I | | | |
| 11 | High level of emotional intelligence and self-awareness | | R | I | | | |
| 12 | Resourceful and creative | | R | I | | | |
| Professional Attributes, Qualities and Values | | ESSENTIAL | | | DESIRABLE | | |
| 13 | Excellent time manager | | R | I | | | |
| 14 | Personal resilience | | R | I | | | |
| 15 | Inspire, challenge, motivate staff and pupils towards a shared vision | | R | I | | | |
| 16 | Foster an open, fair and equitable culture, managing conflict where necessary | | R | I | | | |

| | | | | | | | |
|----|---|---|---|---|--|--|--|
| 17 | Prioritise, plan and organise self and others across the wide range of responsibilities | | R | I | | | |
| 18 | Think creatively in order to anticipate and problem solve | | R | I | | | |
| 19 | Support for the Christian ethos of the Academy | A | | I | | | |
| 20 | A willingness to play a full part in Academy life and activities outside the classroom | A | | I | | | |

The criteria will be evidenced as indicated below:

'A' refers to the candidate's Application form and covering letter

'I' to interview

'R' to reference

Candidates should address at least all items marked 'A'

Referees are asked to comment on items marked 'R'

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.