



# Paignton Academy

## Academy Director: Head of Mathematics



## Candidate Information



Part of the Bay Education Trust

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# Message from the Trust

Dear Candidate,

Thank you for your interest in the post of Academy Director Head of Mathematics at Paignton Academy. The vast majority of our pupils live in Paignton and transition smoothly post 16 to South Devon College.

The Academy has twin sites at Borough Road and Waterleat Road, with approximately 720 pupils on each site. In 2019, a successful restructure of the Academy resulted in a move from separate upper and lower school sites to one school, two sites.

The Academy is part of the Bay Education Trust, founded in 2014, which consists of Paignton Academy and two primary academies, Kings Ash and Curledge Street.

The trustees are totally committed to our '2 to 22' vision which insists that every child who attends our academies will receive the best education possible that fits their individual needs. Every child is important to us and our ethos and values are at the forefront of everything we do.

During the last four years the Trust has received over £7 million in funding from the government and Torbay local authority, to update and improve our premises. The majority of this funding has been targeted at Paignton Academy. This has meant the building of a new mathematics block at our Waterleat Road site and a new state of the art Arena and dining hall at our Borough Road site.

Paignton Academy is a dynamic institution that is making a real difference to the lives of its young people and this is a wonderful opportunity for a committed, ambitious teacher to take the Academy into the future and the ultimate full realisation of the Trust's 2 to 22 vision.

More information on the Trust can be found on our website: <https://www.bayeducationtrust.org/>

We hope you will consider applying.

Stephen Kings  
Chief Executive Bay Education Trust

Gavin Jones  
Chair of Trustees Bay Education Trust





# Message from the Principal



Dear Candidate

Thank you for your interest in the role of Academy Director Head of Mathematics. This post provides the successful candidate with the opportunity to lead the Mathematics department whilst also contributing significantly to the whole school. All Academy Directors are members of the Senior Leadership Team.

Paignton Academy is the largest secondary school in Torbay, split across two sites: Waterleat Road and Borough Road. Crucially, each site replicates the other and so we have years 7-11 on each site.

The Academy is growing and is in the process of recruiting high calibre staff to support its future growth. I have ambitious plans for Paignton Academy so that in time it gains a local and regional reputation for excellence.

We operate within a small but selective authority which contains 3 grammar schools. This inevitably has an impact on the remaining non-selective schools within the authority. However, we also have the full range of ability and backgrounds in the school. From this we gain our profound sense of moral purpose which is key to this school and central to my vision for education. We know that at Paignton Academy we educate young people of all backgrounds and all abilities so that we, through excellent teaching and learning, pastoral care, leadership, support and clear structures, procedures, systems and routines can help transform their lives and with it promote social mobility. With this in mind, I want this school to be a powerful engine of social mobility across the authority.

Ambition is one of our seven key values. I want our students, and staff, to be ambitious - for themselves and for the school community. Our students deserve the very best teaching and learning focused on the teacher leading the learning process, embedding knowledge and knowledge retrieval so that our students gain the skills needed to gain outstanding results in their examinations. This can only be achieved through a highly disciplined and structured environment.



# Message from the Principal

As part of the Bay Education Trust (which also contains two local primary schools: Kings Ash and Curledge Street), we are committed to the trust's "2-22" vision. This means that we work closely with our primary schools so that transition between each key stage and setting is smooth and seamless. We have also developed a very strong and close relationship with South Devon College to aid our post 16 transition. Crucially, this allows colleagues within Paignton Academy greater experience and opportunities for professional growth and opportunities in both teaching and non-teaching roles. In becoming part of the Paignton Academy family, you will receive a personalised and dedicated induction and leadership programme tailored to your needs. This post will provide the successful candidate with the opportunity to develop the Trust's vision and work closely with our primary school colleagues.

By joining us at Paignton Academy, you will join a professional, ambitious but highly supportive team committed to high standards of teaching and learning and the very best safeguarding procedures. Schools are nothing without their staff and all colleagues within this Academy, be they teaching or non-teaching, play a key role in the effective running of the school. We are committed to your professional development.

This application pack can only give a small glimpse into Paignton Academy. You can also visit our website <https://www.paigntonacademy.org/> and also follow us on social media such as Facebook. You are also welcome to visit the Academy for further discussions and a meeting with me.

I look forward to your application.

Yours faithfully,

Derwyn WILLIAMS

Principal.



# Message from the Academy Council

## The Academy Council

In 2020, we successfully combined the Academy Council and all Student Leadership to form a strong Student Voice across the Academy. We meet every half term and our meetings are chaired by our Head Students. Each year, students in Year 10 and Year 11 receive specific leadership training. Recently we were asked by Torbay Council for our opinions and ideas for Torbay Sea Wall Defence, which is currently in a consultation stage with the council. Our aims and objectives are found below:

## Aims and Objectives 2021-2022

- To promote 'Student Voice' to enhance Teaching and Learning along with the Academy Environment.
- To focus on Student Wellbeing through assemblies and surveys.
- To work alongside Academy staff to raise awareness of LGBTQ+.
- To support at Academy events and to help with the planning and preparation.
- To plan and participate in Charity Events.
- To promote and support House Competitions at all times.
- To set an excellent example to others and to be 'Role Models'.

## Liam Mair - Head Boy BRC

I'm Liam, Head Boy at the Borough Road site. I first joined this school at the very end of Year 7 at the Waterleat site after moving away from South Africa where I was at Farrarmere Primary. This school has great facilities and great staff members with a superb student body. Everybody is so kind, every day is enjoyable and the school has a great atmosphere. At both sites I have won awards such as faculty awards and head of year awards, marking my success at Paignton Academy. The teachers are fantastic and have helped me gain distinction level grades at every mock. I wish all applicants the very best of luck in your interviews for Paignton Academy!

## Aimee Waters - Head Girl BRC

I'm Aimee, the Head Girl at the Borough Road site. I first came to the Academy at the start of Year 7 at Waterleat Road. My primary school was Oldway Primary school. I have loved my time at the Academy due to the amazing teachers and support staff and the choice of activities available to us. I have always found the teachers extremely approachable if ever I had any concerns. There are also a lot of after-school clubs and lunch clubs which cover a range of activities so there is something for everyone. I enjoy the Netball, Rounders and Badminton clubs and was able to represent the school in competitions. We won a few which was amazing!



# Message from the Academy Council

Since being at the Academy I have won a few awards: I have been nominated a few times and have won student of the month. In Year 7, the girls Rounders team I was in, won the award for Sports Team of the Year. But my biggest achievement was in Year 7, where I won Head Girl of the Year. I was extremely proud of this. I also feel another achievement is doing well in my subjects. I always struggled in English and Maths in primary school but I am now in set one for both subjects and really enjoying it. I feel the teachers here have helped me achieve this. They have made the lessons fun and easy to understand.

I wish you good luck with your application, as you will be joining a fantastic school.

## **Oakley Hamlyn Payne - Head Boy WRC**

I'm Oakley, the Head Boy at the Waterleat Road site. I play for Brixham Rugby Club and have represented the school Rugby team since Year 7 all the way through to Year 11. Personally, my favourite subject is Sport because of the practical nature of the subject. In Year 8, I won the Bay Education Trust award and have been a Sports Leader. I have been at the school since Year 7 and can say with a strong voice that this school is great. There are amazing facilities along with fantastic staff which help develop all students no matter what barriers they have to learning. At Paignton Academy there are many extra-curricular activities and there is something for everyone. Even outside lessons, every person has something to enjoy.

## **Taylor Weaving - Head Girl WRC**

I'm Taylor, the Head Girl at the Waterleat Road site. I first joined the academy at the start of Year 7 at Waterleat Road. I came straight from Oldway Primary School. I have thoroughly enjoyed my time at Paignton Academy, due to the inclusive activities and immense support from not only the teachers but also from my fellow students. The school's facilities continue to grow. More options have become available to students including leadership roles, which throughout the years I have strived to achieve which has led me to my position now.

At Paignton Academy there is something for everyone, from revision clubs to sports clubs and my personal favourite the creative clubs. The care and support given is tremendous, from the student support to the career advisors, which has really helped me throughout my time here. I have been awarded lots of awards from many aspects of the school. My biggest achievement came from my time in Year 7 for a 'Community Spirit' award where I created, promoted and took part in a charity event that raised over £100. This amongst other things is what made me want to strive for leadership roles and all of the teachers' support really helped me.

I wish you good luck with your application, and hope you bring as much joy and spirit into the school as our other teachers.





# About Paignton Academy

*Believe and Achieve*



The Academy prides itself on being an integral part of the community it serves; importantly, all pupils are welcome at Paignton Academy and the Academy recently reorganised itself to ensure all children in Torbay were able to secure a school place.

As the largest school in Torbay and the only secondary school in Paignton, there are very strong links within the local and wider community. The outstanding sporting facilities provide a central hub of community sport for the entirety of Torbay. As a host site for adult, junior and disability sports such as football and netball, on a weekly basis over 2000 members of the community take part in regular physical activity at the Academy.

The school leads a primary sports partnership of 8 primary schools and holds the School Games organiser role for Torbay which benefits pupils across the area. Previously, we have hosted the Devon School Games and the South West Youth Games. Throughout recent months strong links have been built with local food charities including the foodbank; Academy staff have organised and delivered over 1400 meals and 500 food parcels throughout lockdown to targeted families. Paignton Parish Church is a key partner, there is a long-standing link with Paignton Zoo and an Interact club has been built with the regular input of the district Rotary officers; this showcases a wealth of cohesion between the Academy and local organisations.

The Academy is also proud to provide a vast range of extra-curricular opportunities which support pupils' personal development. Academy pupils can gain the Duke of Edinburgh Award, undertake Bikeability cycle training, join the Academy Council or the Junior Rotary Club. Participation in extra-curricular clubs is excellent and 96% of parents report that their child takes part in clubs and activities at the school.

## Ethos and Values

1. Excellence, from all, for all
2. Character
3. Outstanding relationships
4. Love of learning
5. Ambition
6. Community
7. Pride







# The Mathematics Department at Paignton Academy

The Mathematics department at Paignton Academy focuses on planning for pupils personalised needs together with high level explaining and questioning to draw out the pupils' ideas. We closely monitor pupil knowledge, understanding and skills enabling our learners to develop a deep and connected understanding of Maths. It is crucial that we are effective at enthusing and engaging pupils, allowing them to thrive in a mathematical rich environment.

The department comprises of fifteen full-time teachers. It is a cohesive and close-knit department which facilitates discussion and the sharing of ideas. We have dedicated collaboration time timetabled allowing staff to share ideas and to benefit from faculty-led CPD, ensuring that we are at the fore-front of pedagogy and change.

We follow a 'mastery curriculum' in teaching Mathematics, linking a vast array of resources including *White Rose Maths*, *Mathspad*, *Mathsbox*, *Just Maths* and *Dr Frost*. This enables all teachers to plan and deliver inspiring lessons with a variety of activities to support the learning of our pupils. At GCSE, pupils undertake AQA Mathematics with the option of studying GCSE statistics as an after-school activity.

All classrooms have Promethian screens and whiteboards, resources to support diagnostic questioning and numicon to help scaffold learning. The central philosophy of the department is to provide a comprehensive and inspirational service to pupils of all abilities through not only curriculum time but also through extra help in surgeries and revision sessions. The department prides itself on providing a rich and engaging classroom environment. We encourage pupils to learn together whilst being guided and inspired by expert teachers.

Everything we do in Maths at Paignton Academy is underpinned by our belief that Mathematics is a creative and highly interconnected discipline that has been developed in many different cultures over centuries, providing the solution to some of history's most intriguing problems. It is a universal language which is essential to everyday life, critical to science, technology, and engineering, and necessary for financial literacy and most forms of employment. A high-quality Mathematics education therefore provides a foundation for understanding the world, the ability to reason mathematically, an appreciation of the beauty and power of Mathematics, and a sense of enjoyment and curiosity about the subject.



# Working at Paignton Academy

**At Paignton Academy, we are committed to ensuring that all staff, teaching and non-teaching, are fully supported. We care for our colleagues and want to see everyone within our school community grow and flourish within their roles. By joining Paignton Academy, you will receive a dedicated induction programme and through our Trust and our “2-22” vision, gain opportunities to grow and develop.**

## **Role: Director**

- **Subject: Science**
- **Time at the Academy: 10 years**

I have worked at Paignton Academy for 10 years. Starting off as a cover supervisor fresh out of university, I very quickly started to pick up some Science lessons and really enjoyed it. I made the move over into Science full time and never looked back. I have worked my way up from a teacher of Science to now being a Director of Science. I really enjoy working at Paignton Academy. I enjoy the challenge that is presented by the demographic, the pupils are inquisitive and keen to learn. I enjoy watching pupils grow both academically and personally and the moment when they understand a concept is amazing.

## **Role: Pastoral Manager**

- **Time at the Academy: 8 years**

I first joined the Academy as a Teaching Assistant back in 2014. The position was advertised as a post working in the Personalised Learning Department, a new department which gave some of Paignton Academy's most challenging students the ability to finish their education and reduce Fixed Term Suspensions. The project was based offsite for the first couple of years, then we returned to Borough Road Site which enabled us to work with more and more students

I was lucky enough to be given the chance to work with all abilities covering a wide range of subjects such as English to Construction. I attended Paignton Academy as a teenager and was delighted when my children opted to do the same. My children were given a fantastic opportunity to achieve their full potential and I wanted to work with others to help them achieve and work towards their dreams. I have had the opportunity to develop my own skills through the academy, who have witnessed me grow and encourage me to progress forward in my own development, enabling me to apply and become a Pastoral Manager, a post I always wanted to achieve. The Academy is a great asset to Torbay. It is not just the teaching staff that make a student achieve their potential but the whole team. Each member of the Academy staff contributes in some way in creating a well-rounded individual who are given the tools to thrive and achieve, for this I am a proud member of the Paignton Academy Team.



# Working at Paignton Academy

## **Role: Assistant Principal**

- **Physical Education & Maths**
- **Time at the Academy: 16 years**

The Academy has a rich history of Sports College status and phenomenal PE facilities which was a huge attraction for me. I also felt that the values and morals of the school were ones which I aligned well with and I was encouraged to apply by current staff. It is also fantastic living locally and taking advantage of all Torbay has to offer, the coast line and in particular the sea.

I am surrounded by enthusiastic and dedicated colleagues. I genuinely feel we are a strong team who work together and make a difference to students' lives on a daily basis. The students are vibrant, caring and engaging, they are very polite and appreciative of all the opportunities we offer. We are the largest school in Torbay and the only secondary school in Paignton. All staff have access to a fantastic supportive CPD programme and many opportunities for progression, I have been promoted on four occasions and been funded to complete the NPQML, NPQSL and NPQH alongside a whole raft of other courses and I know I am nurtured and looked after as a colleague and employee.

## **Role: Teacher & ITE Coordinator**

- **Subject: English**
- **Time at the Academy: 5 years**

Having arrived at Paignton Academy for the first placement of my teacher training, it became very apparent to me early on that the school was a place that would be hard to leave. There is an energy and feeling around both the corridors and classrooms at Paignton Academy that is somewhat infectious. Having been invited to return at the end of my training year, whilst still on placement, it was a very easy decision to make and it was an offer I could not turn down.

Our children are charismatic, kind, enthusiastic and incredibly loyal, once you have established a foundation of trust. When our children feel seen, heard and valued, there is very little that they won't strive for on their quest to repay you. It is only fair to share an anecdote as testimony of this... I once told a Year 10 class that I was upset due to the loss of our family dog and the impact it had on my mum. The somewhat 'lively' class respected this and were perfect. I thought nothing more of it. However, the next day the class arrived with a bunch of flowers that they had put their own money towards to give not to me but to my mum. And so, if I could only choose one moment that captures the essence of our students, it would be this!



# Working at Paignton Academy

Since arriving at Paignton Academy, the Senior Leadership Team has been very encouraging and supportive of my professional development. As an NQT, there was a CPD programme that allowed for considered development very early on. During this time and despite thinking as an NQT I might be rather low down on the considerations of SLT, I always felt enabled to sit and talk openly with the leadership team to explore my evolution as a practitioner. This has continued over the course of my five years at Paignton and I am fortunate to consider the Deputy Principal a key mentor as well as feeling very much 'seen' by our new head, Derwyn Williams. Through constructive conversations, I have been navigated towards a role that plays to my strengths overseeing Initial Teacher Education at the school. Alongside this has been the opportunity to complete my NPQ in teacher development. I am very clear on where my flightpath lies.

## **Role: Teacher**

- **Subject: Geography**
- **Time at the Academy: 7 years**

I was encouraged to apply to Paignton Academy when I was taking a career break due to having young children. I was unsure whether I wanted to return to teaching at the time but I live locally and from my interview I loved the school from the get go! I have never regretted applying for a job here and I am so pleased I've had the opportunity to work with our students.

The students are the best part of working at Paignton Academy. I laugh on a daily basis and they make me smile every lesson. I enjoy watching them develop and they thrive on a consistent, empathetic approach. Also teaching Geography whilst being located in such a great coastal location is a Geographers dream!

The staff at Paignton Academy also make it a great place to work, I have always been supported personally when needed with a caring and professional manner. I know where I can go if I need help and there are many professional development opportunities.





# Working at Paignton Academy

## Role: Teacher

- **Subject: Languages**
- **Time at the Academy: 6 years**

The quality of my department and their results in the years running up to my application were very attractive. The prospect of teaching languages in such an experienced and energetic department was too exciting to overlook! I also wanted to find a school which had a rich extra-curricular programme on offer for the pupils and Paignton Academy boasts a vast range of clubs and groups which the pupils can take part in. Finally, Torbay is a beautiful area with a fantastic coastline and the appeal of moving somewhere with such nice beaches and coastal paths was a significant bonus for me!

The pupils always bring a smile or laugh daily. It would be misleading to say that working with children didn't have its occasional challenges, but the friendly, vibrant and genuine nature of our pupils is the most energising aspect of life at the Academy. When you combine that with the wide range of musical and sporting facilities, in addition to the large outdoor spaces available, it is fair to say that Paignton Academy has an energetic atmosphere.

There is such a sense of community amongst the staff and, in my opinion, that is an invaluable element of life here at the Academy. Education is an extremely rewarding sector to work in, but it also bears many challenges. The togetherness and support of the SLT, the Curriculum Team Leaders, teaching colleagues and Learning Support Assistants have made the Academy a unique workplace in terms of practical and emotional support.

## Role: Curriculum Team Leader

- **Subject: Computer Science**
- **Time at the Academy: 12 years**

From speaking to friends who were working and still work here, I was blown away by the positivity they had for the Academy. It was clear to see from my first visit that the staff were dedicated to giving students the best opportunities they could, including the vast range of subjects and extra-curricular clubs. As a newly qualified teacher this was exactly the environment I wanted to work in, where students came first.

The best part of my job is the outstanding relationships you can build with our students and staff. The diverse range of students makes lessons exciting and dynamic and these young learners bring a real zest for learning that created exciting and vibrant lessons.



# Working at Paignton Academy

There is a clear togetherness at the Academy, where there is a real sense of team spirit and staff all motivated to creating a fantastic learning environment for our students to achieve success. There is real opportunity for progression and a sense that staff are rewarded for their efforts. Personally, I have moved from a cover supervisor to a middle manager within our Academy, and there are numerous examples of this, where dedicated staff have the opportunity for career development and progression, and having input and impact on improving the lives of our learners.

## **Role: Curriculum Team Leader**

- **Subject: Science**
- **Time at the Academy: 6 years**

During my teacher training I attended the academy as my first placement school. I knew instantly that I wanted to work here. I had the opportunity to work with the Science teams on both sites and felt like a member of the team very quickly. This has continued throughout my career here and I couldn't imagine working anywhere else.

The students have a genuine appreciation of the staff that work with them on a daily basis. Each day is never the same and I work with a brilliant, supportive and hardworking team of people.

From that very first day of my teacher training it was clear to see the CPD support available to staff and the encouragement from leaders to progress in your career. In my time here, I have attended many courses and been provided with many opportunities to progress in my career.

## **Role: Director**

- **Subject: English**
- **Time at the Academy: 1 year**

I wanted to be part of the largest school in Torbay! I live locally and have been lucky enough to see and hear about the amazing facilities at Paignton. I am surrounded by teachers who know their craft and genuinely want the best for the pupils in our school. Pupils appreciate the work you put in to support them. The Academy is committed to improving the quality of education for pupils and supporting teachers. There are many opportunities for personal development and improving your own teaching; the coaching programme and the offer of NPQs have already shown that the Academy want everyone to be the best they can be.



# Working at Paignton Academy

## **Role: Learning Support Assistant**

- **Subject: Supporting students across all subjects from Years 7-11**
- **Time at the Academy: 2 Years**

The Academy's ethos of Believe and Achieve fitted with what I stand for and its values and shared goal of love for learning aligned with the person I have become. I was attracted by the facilities and how smart the students were. I also felt like I could improve my skillset and capability through the support and opportunities for professional development.

I am so grateful to be surrounded by such inspiring and dedicated colleagues as we come together with the shared goal to make every student reach their full potential, to be the best they can be, and to make them believe in a future they can be proud of. I'm thankful to be surrounded by such wonderful amazing unique students who inspire me to be better and make every day a wonderful day to grow as a person.

Supporting our kind, polite and amazing students to reach their dreams and aspirations makes Paignton Academy a great place to work, I am honoured to be in a position where I can impact their lives on a daily basis. Since I started, all the staff have made me feel welcome as well as giving me the opportunities to give the best support to every student to make them resilient and lifelong learners.

# Living and working in the South West

Paignton (population: 49,021) is one of three towns within Torbay, a unitary authority. The other two towns are Torquay (population: 51,573) and Brixham (population: 16,823). Situated on the English Riviera, it offers 22 miles of stunning coastline which is an UNESCO designated Global Geopark.



To the north of Torbay is Dartmoor National Park. Along the coast is South Devon and the South Hams - an area of outstanding natural beauty. The popular towns of Dartmouth, Totnes and Kingsbridge are a short drive from Paignton.

Transport links into Torbay are good with train services into Paignton and Torquay. Road infrastructure has been recently improved with the thriving city of Exeter now 30 mins journey by car. The ocean city of Plymouth is 45 minutes by car.

As befitting a major tourist destination, there are ample opportunities for dining with many award-winning restaurants. Given the dramatic coastline and the close proximity of Dartmoor National Park, there are many opportunities for outdoor, active pursuits be they along the coast or in the countryside.

Torbay, and particularly Paignton, is also undergoing significant improvement and investment. In 2021, the government gave the go-ahead for over £13m funding to improve the town centre which would see the redevelopment of the Crossways shopping centre, new flood defences, restoration of Paignton Picture House, upgrade of Station Square and a residential development which would create 400 new homes.



Approximate travel times (by car)	
Exeter:	30 minutes
Plymouth	45 minutes
Totnes	20 minutes
Teignmouth	20 minutes
Newton Abbot	20 minutes
Kingsbridge	40 minutes





# Job Description

<b>Job Title:</b>	Academy Director Head of Mathematics
<b>Accountable to:</b>	The Principal
<b>Job Purpose:</b>	To provide strategic leadership and high-quality management of the Mathematics Faculty within the Academy, as part of the Senior Leadership Team.
<b>Pay Scale:</b>	Leadership Scale L7-11 [ACADEMY DIRECTOR- SLT]

## Professional Duties

A person appointed as an Academy Director will form part of the Senior Leadership Team and, in addition to carrying out the professional duties of a teacher, other than those duties particularly assigned to them by the Head of School, will:

- Play a major role under the overall direction of the Head of School in:
  - a) Formulating the aims and objectives of the Academy.
  - b) Establishing the policies through which they will be achieved.
  - c) Managing staff and resources to that end.
  - d) Monitoring progress towards their achievement.
- Undertake any professional duties reasonably delegated to them by the Head of School.
- Be entitled to a break of reasonable length as near to the middle of each school day as is reasonably practicable.

## Job Purpose

To provide high-quality leadership which ensures success and improvement in the Academy. The Academy Director should ensure a high-quality education is provided for all students, with improving standards of learning and achievement.



# Job Description

## Professional Knowledge and Understanding

The Academy Director should demonstrate a broad range of knowledge and understanding, both academic and pastoral, and should demonstrate leadership, management and personal skills and attributes to ensure the efficient and effective running of the Academy.

An Academy Director should have some knowledge and understanding of:

- a) What constitutes quality in educational provision; the characteristics of effective schools and strategies for raising pupils' achievement and promoting their spiritual, moral, social and cultural development, as well as their good behaviour.
- b) Strategies to achieve effective teaching and learning across the Academy including literacy, numeracy and ICT.
- c) The application of information and communications technology to teaching and learning and management.
- d) How to use comparative data, together with information about pupils' prior attainment, to establish benchmarks and set targets for improvement.
- e) Requirements and models for the curriculum and its assessment.
- f) Effective teaching and assessment methods, including the use of information and communications technology.
- g) Leadership styles and practices within the school.
- h) The national policy framework and the complementary roles and functions of the DfE, and the Code of Conduct and practice of the General Teaching Council of England.
- i) The statutory framework for education now in place, relevant to the specific role of Assistant Head of School.
- j) The contribution that evidence from inspection and research can make to professional and school development.
- k) Strategies for teaching pupils about the duties, opportunities, responsibilities and rights of citizens.
- l) Strategies for teaching pupils about ethnic and cultural diversity.



# Job Description

An Academy Director should demonstrate an ability to:

- a) Create and secure commitment to a clear vision for an effective institution.
- b) Initiate and manage change and improvement in pursuit of strategic objectives.
- c) Prioritise, plan and organise.
- d) Direct and co-ordinate the work of others.
- e) Build, support and work with high-performing teams.
- f) Work as part of a team.
- g) Devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out.
- h) Set standards and provide a role model for pupils and staff.
- i) Seek advice and support when necessary.
- j) Deal sensitively with people and resolve conflicts.
- k) Command credibility through the discharge of their functions and to influence others.
- l) Provide professional direction to the work of others.
- m) Make informed use of inspection and research findings.
- n) Make decisions based upon analysis, interpretation and understanding of relevant data and information.
- o) Think creatively and imaginatively to anticipate and solve problems, and identify opportunities.
- p) Demonstrate good judgement.

## Strategic Direction and Development of the Academy

The Academy Director works with Bay Education Trust, the Head of School and other stakeholders to secure strategic direction for Paignton Academy and analyse and plan for its future needs and further development within the local, national and international context.

An Academy Director should:

- a) Lead by example, provide inspiration and motivation and embody for the pupils, staff, governors and parents, the vision, purpose and leadership of the Academy.

# Job Description

- b) Assist in the creation of an ethos and provide educational vision and direction which secures effective teaching, successful learning and achievement by pupils.
- c) Assist in the creation and implementation of a strategic plan, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.
- d) Ensure that all those involved in the school are committed to its aims, motivated to achieve them and involved in meeting long, medium and short-term objectives and targets which secure the educational success of the school.
- e) Communicate effectively to a range of audiences.
- f) Negotiate and consult effectively.
- g) Manage good communication systems.
- h) Chair meetings effectively.
- i) Prioritise and manage their own time effectively.
- j) Be able to work under pressure and to deadlines.
- k) Achieve challenging professional goals.
- l) Take responsibility for their own professional development.
- m) Demonstrate personal impact and presence.
- n) Demonstrate adaptability to changing circumstances and new ideas.
- o) Have the following personal attributes:
  - Energy, vigour and perseverance
  - Self-confidence
  - Enthusiasm
  - Intellectual ability
  - Reliability and integrity.
- p) Show commitment.





# Job Description

## Teaching and Learning

The Academy Director works with Bay Education Trust, the Head of School and all stakeholders to secure and sustain effective teaching and learning throughout the Academy. They will monitor and evaluate the quality of teaching and standards of pupils' achievement using baseline data and set targets for improvement.

An Academy Director will:

- a) Create and maintain an environment and code of behaviour which promote and secure good teaching, effective learning, high standards of achievement, and good behaviour and discipline, and which enable teachers to meet the standards set out in the professional development framework.
- b) Determine, organise and implement the curriculum and its assessment; monitor and evaluate them in order to identify and act on areas for improvement.
- c) Ensure that effective, appropriate tutorial support is available to pupils.
- d) Monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils, including those with special educational or linguistic needs, in order to set and meet challenging, realistic targets for improvement.
- e) Create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development.

## Leading and Managing Staff

An Academy Director, working with the Head of School and Assistant Heads of School, leads, motivates, supports, challenges and develops staff to secure improvement.

They:

- a) Maximise the contribution of staff to improving the quality of education provided and standards achieved, and ensure that constructive working relationships are formed between staff and pupils.
- b) Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- c) Implement and sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers, including targets relating to pupils' achievement.



# Job Description

- d) Lead professional development of staff through example; support and co-ordinate the provision of high-quality professional development by methods such as coaching, drawing on other sources of expertise where appropriate.
- e) Sustain their own motivation and that of other staff.

## **Efficient and Effective Deployment of Staff and Resources**

An Academy Director, working with the Head of School and Assistant Heads of School, deploys people effectively and efficiently to meet specific objectives within the school's strategic plan and financial context.

They:

- a) Work with Bay Education Trust, the Head of School and senior colleagues to recruit staff of the highest quality.
- b) Work with the Head of School and senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided.
- c) Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- d) Work with outside agencies to support staff and pupils within the Academy.

## **Accountability**

An Academy Director accounts for the efficiency and effectiveness of their areas of responsibility in the Academy to Bay Education Trust, the Head of School, and other stakeholders.

They:

- a) Assist in the provision of information, objective advice and support to the Trust to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money.



# Job Description

- b) Assist in the creation and development of an organisation in which all staff recognise that they are accountable for the success of the Academy.
- c) Contribute to a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including the local community, OFSTED and others, to enable them to play their part effectively.
- d) Ensure that parents and pupils are well-informed about the curriculum, attainment and progress and about the contribution that they can make to achieving the school's targets for improvement.

## **Job Tasks – Academy Director Head of Mathematics**

1. Strategic direction of the Maths Faculty to improve outcomes.
2. Responsible for the effective delivery of maths across the Academy.
3. Responsible for monitoring and analysis of all maths related data.
4. Chair regular meetings as identified in the Academy calendar.
5. Responsible for Health & Safety procedures and maintaining risk assessments across the faculty.
6. Ensure a high-quality curriculum is provided and delivered, inclusive of appropriate 12 week learning cycles.
7. Oversight of publicity at Key Stage 3 and Key Stage 4, ensuring contributions to the Academy newsletter.
8. Manage and monitor Parents' Evenings.
9. Organise and oversee the faculty timetable in liaison with other post holders.
10. Write the faculty SEF and undertake Faculty Self Evaluation Processes to drive improvement.
11. Oversee the production of data drops and monitor the quality of reports.
12. Analyse examination results and pupil progress in maths and produce a written evaluation.
13. Oversee the spending of the maths budget and monitor value for money.
14. Build a cohesive and efficient faculty through effective leadership.
15. Maintain an up-to-date Faculty Development Plan (including Professional Development needs of all faculty staff) which is evaluated termly.
16. Ensure the faculty is well represented at all Academy events e.g. Open Evenings/Raising Attainment Evenings.



# Job Description

17. Prepare the faculty for external visits e.g. HMI, OFSTED.
18. Support the induction of new staff.
19. Undertake regular lesson observations, snapshots and work scrutiny of faculty staff.
20. Support other post holders in the maintenance of high expectations and a culture of positive attitudes to learning within the faculty.
21. Ensure effective displays are regularly updated around both Academy sites.
22. Act as an Appraiser.
23. Undertake tasks as required by the Head of School to ensure the efficient and effective running of the faculty.



# Person Specification

DESIRABLE		
ESSENTIAL		
Highly effective teacher with proven pupil success	✓	
QTS status with DfE number	✓	
A role model for high-quality teaching who regularly delivers outstanding lessons	✓	
A passion for developing others which enthuses students and staff	✓	
Efficient administrator who is well organised and has effective time management skills	✓	
Ability to contribute to the whole school development plan and vision	✓	
An effective leader and manager with a proven track record of leadership impact	✓	
Ability to lead a team effectively with a strong sense of moral purpose	✓	
Ability to be part of a team; high level of interpersonal skills, ability to relate well to pupils, colleagues and parents	✓	
Integrity, enthusiasm, sense of humour, ability to manage stress effectively; high energy levels	✓	
A liking of young people with a passionate desire to see them reach their full potential	✓	
Two references which confirm no issues evident in terms of attendance, child protection, discipline or capability; and satisfactory relationships with pupils, staff and parents	✓	

We are committed to a safer recruitment. Applications will only be accepted using the application form. These can be found on the BET website. Please note that CVs will not be accepted.

Application forms can be found on the BET website at: <https://www.bayeducationtrust.org/job-vacancies/>

The deadline for applications is midday Monday 23<sup>rd</sup> May 2022. Shortlisted candidates will be informed that day and interviews will take place Thursday/Friday that week.



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