

Lightcliffe Academy

Recruitment Application Pack

Achievement Director -
Maths

Ref: NOV20231189


Lightcliffe
ACADEMY

A member of


ABB
MULTI
ACADEMY
TRUST

A young woman with braided hair, wearing a school uniform consisting of a grey sweater, a white collared shirt, and a blue and white striped tie, is smiling warmly. The background is a bulletin board covered with various colorful papers, photos, and drawings. The entire image has a soft, blue-tinted overlay.

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Welcome

Dear Colleague,

Thank you for your interest in this vacancy at Lightcliffe Academy.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the role, from which we hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

To work in partnership to Educate, Nurture & Empower

Our vision is that each of our academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies as distinctive schools. The framework will strive to maintain academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

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

We look forward to meeting you and reading your application.



Helen Pratten & Catherine Garrett
Co-Chief Executive Officers

Welcome

Dear Colleague,

Thank you for your interest in this role at Lightcliffe Academy.

In this pack you will find information that will inspire you to join our team, including details of the role and an insight into our ethos, approach and the high aspirations we have for ourselves and our students.

Lightcliffe Academy has recently moved into the next phase of its improvement journey. As a member of Abbey Multi Academy Trust we aim to provide the best possible environment for staff, students and the community we serve. Together we are both realistic about the challenges ahead, but unswerving in our commitment to tackling them with pace and confidence to achieve rapid change.

The academy has a dedicated and talented team who are committed to achieving the very best for our students. We are working hard to further unlock the potential in Lightcliffe Academy as well as further developing our capacity through the appointment of new members of staff.

Joining us at this exciting time presents a career defining opportunity. We have solid foundations in place that will take us to "good" at next inspection, which will be an incredibly rewarding experience for everyone involved. All staff will benefit from a bespoke CPD offer as well as opportunities to work closely with colleagues in the Abbey Multi Academy Trust. Most importantly, our students will flourish and have a wealth of opportunities available to them.

If you are seeking a truly distinctive role within a unique environment, please arrange to visit us to see first-hand what Lightcliffe Academy and Abbey MAT have to offer.

We look forward to meeting you.

Paul Cooper
Executive Principal

Jo Hackett
Head of School

The focus on character curriculum at Lightcliffe, and the opportunities available to me outside of the curriculum, have really helped me grow in confidence

Student



Position: Achievement Director – Maths
Nature of contract: Permanent
FTE salary: L8 – L12, £56,082 - £61,882
Working hours: 1.0 FTE

Are you passionate about providing a high-quality, inclusive education? Are you looking to join a dedicated Academy Trust that genuinely invests in and develops their staff? Then apply today to join **Lightcliffe Academy**.

This is an exciting time for Lightcliffe Academy as it moves into the next phase of its improvement journey.

As a new member of staff, we will nurture, challenge and support you. The post offers an opportunity to join an experienced team where creativity, innovation and the ability to work collaboratively is valued.

We are looking for a dedicated individual who can:

- Provide a role model of exemplary teaching practice
- Be ambitious, highly motivated and driven to inspire and lead change and have the focus to ensure successful outcomes are reached
- Inspire colleagues and students – sharing best practice
- Support the ethos and aims of the academy

What our Trust can offer:

- Friendly, welcoming academies with a strong Christian ethos,
- Enthusiastic, well-motivated colleagues,
- A 24/7, confidential employee assistance programme providing support and counselling for home-life and work-related issues, financial and legal support, specialist information and support for managers,
- Free secure onsite parking,
- Membership of a pension scheme,

Abbey Multi Academy Trust is a Trust consisting of eight academies (three secondary, five primary) in the Anglican Diocese of Leeds and in the geographical areas of Leeds and Calderdale. All academies share in the Trust's mission to work:

In Partnership to Educate, Nurture and Empower

For more information about us or our academies visit www.abbeymat.co.uk.

Find out about more about Lightcliffe Academy by visiting www.lightcliffeacademy.co.uk. The academy safeguarding and child protection policy is available [here](#).

Visits to our school to meet the team and experience our wonderful atmosphere are warmly welcomed and encouraged. These can be arranged by contacting Stephanie Hardaker via shardaker@lightcliffeacademy.co.uk. If you have questions about the recruitment process, please email recruitment@abbeytrust.org.

Abbey MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced Disclosure and Barring Service check.

We promote diversity and want a workforce which reflects our communities.

How to apply

Please apply via the advert on the Trust vacancies page. All applications are submitted electronically. CVs are not accepted.

Closing date: 9am on Friday 1 December 2023

Interview date: Friday 8 December 2023

You are advised to submit your application at the earliest opportunity. Applications can only be submitted up until the closing date. The Trust reserves the right to close vacancies early if sufficient suitable applications have been received.

We will contact shortlisted candidates soon after the closing date with details of the interview and selection process.

Please note, where a role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relating to children.

In order to access our application form, you will be asked to first confirm that you have a right to work in the United Kingdom.

If you are shortlisted, you will be asked to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children. Any relevant information declared will be discussed and considered at interview before the DBS certificate is received.

Shortlisted candidates will also be the subject of online checks in accordance with Keeping Children Safe in Education.

All offers of employment will be conditional on a series of pre-employment checks in accordance with Keeping Children Safe in Education Guidance. Please ensure you can support the checks with correct documentation and evidence, prior to submitting your application.

You are advised to read the [Recruitment Guidance for Applicants](#) in full, prior to completing your application. This contains full details of the recruitment process as well as the pre-employment checks that will be undertaken.

Job title:	Achievement Director – Maths
Salary scale:	L8 – L12
Working hours:	1.0 FTE
Reporting to:	Assistant Principal

Overall purpose of the post:

To support and contribute to the Senior 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 expectations 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 Head of School.
- To provide feedback to middle leaders and their staff through the monitoring and performance management systems in a way which recognizes 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 Head of School.

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.

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.

Abbey MAT responsibilities:

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required,
- Support and promote the health and wellbeing of all colleagues and children,
- Comply with all academy and Trust policies and procedures including child protection, safeguarding. health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person,
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures,
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services deliver, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this role profile, but which is in line with the general scope, grade and responsibilities of the role.

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 qualification				A	R	
Professional knowledge, skills and experience		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 good progress		R	I			
5	Manage behaviour effectively 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 learning 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 learning at whole school level	A	R	I			
11	Awareness and understanding of the wider educational context and national accountability framework	A	R	I			
12	Secure commitment to a clear vision and direction for the curriculum area	A		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 use of ICT to support learning	A	R	I			
16	Successful working relationships with students, staff and parents/carers	A	R	I			
17	Experience of school improvement planning	A		I			
18	Experience of monitoring classroom performance across school/academy	A		I			
19	Significant, substantial and successful experience at middle or senior leadership level	A	R	I			
20	Successful experience of developing and implementing systems and structures to manage, track and evaluate policy, change and improvement	A	R	I			
21	Experience of pastoral / tutor role	A					
22	Experience of cross curricular initiatives / projects or whole school developments				A		I
23	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 feedback	A	R	I			

4	An inspirational leader, passionate about teaching and learning	A	R	I			
5	Possess personal integrity, warmth, a willingness to grown and learn, and a sense of humour	A	R	I			
6	Ability to articulate, communicate and support the ethos and values of Lightcliffe Academy			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	A		I			
11	High level of emotional intelligence and self-awareness		R	I			
12	Resourceful and creative		R	I			
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 the Christian ethos of the academy	A		I			
20	A willingness to play a full part in the academy life and activities outside the classroom	A		I			
Safeguarding and promoting the welfare of students		Essential			Desirable		
1	An appropriate motivation to work with children and young people	A	R	I			
2	Ability to maintain appropriate relationships and personal boundaries with children and young people	A	R	I			
3	Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	A	R	I			

The criteria will be evidenced as indicated

'A' refers to the candidate's application form and letter,

'I' to interview, and

'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.

Lightcliffe Academy

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