Bishop Young C of E Academy

Recruitment Application Pack

Assistant Achievement Director for Maths

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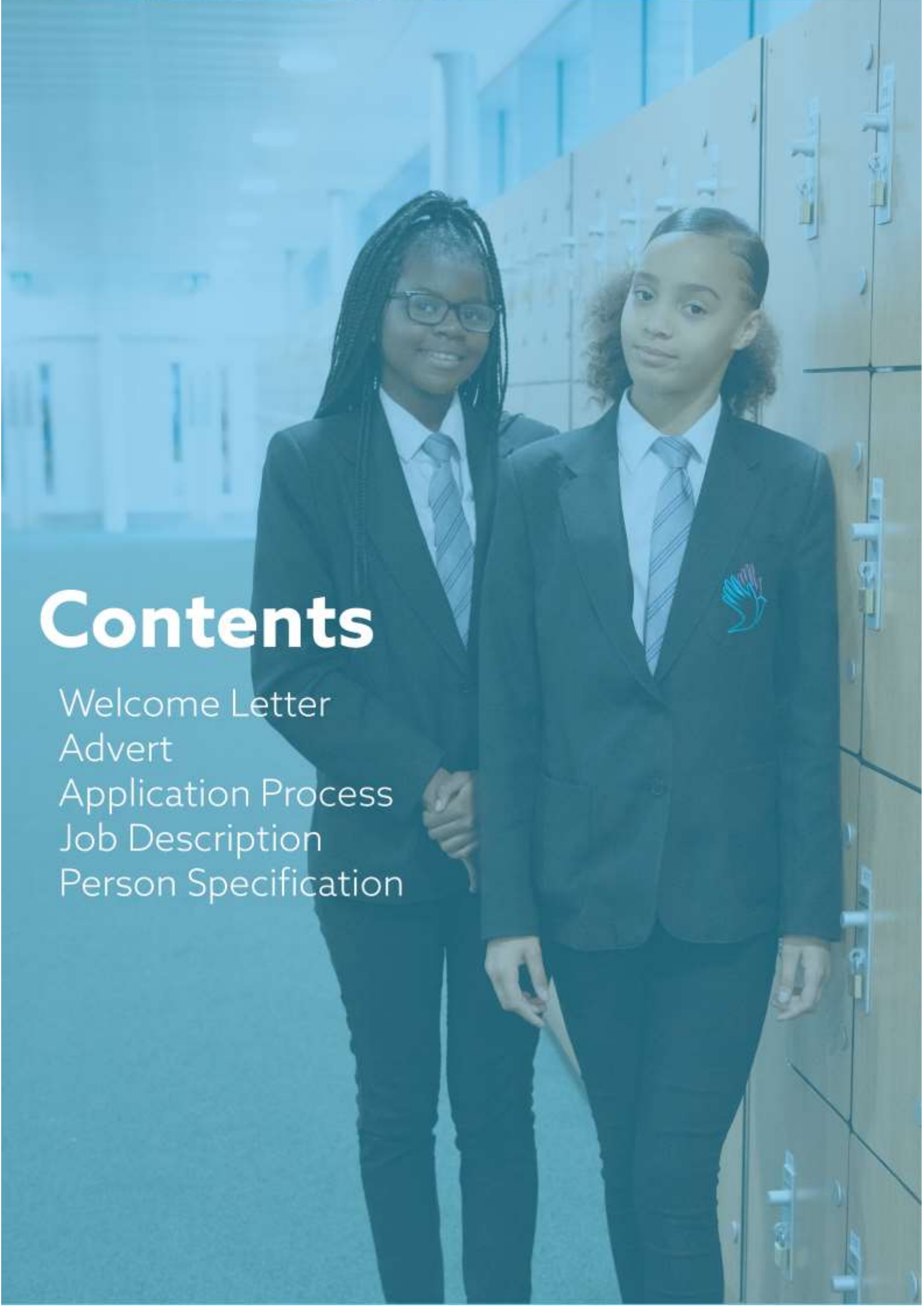

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Welcome

Dear Colleague,

Thank you for your interest in this vacancy at Bishop Young Church of England 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 confident that genuine collaboration fundamentally drives the way in which we make a difference to the lives of all our learners. Through school to school collaboration we can live out our vision and ensure that our students can live 'life in all its fullness' (John 10:10).

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 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 Prattern & Catherine Garrett
Co-Chief Executive Officers

Welcome

Dear Colleague,

Thank you for your interest in the role of Assistant Achievement Director for Maths at Bishop Young C of E Academy. We are seeking a dynamic, passionate, caring and ambitious person to join our wonderful Bishop Young family.

This pack contains information about the role, from which we hope you will gain an understanding of the requirements, duties and responsibilities, inspiring you to apply.

We are a values driven school, a place of nurture where we know our pupils. Pupils feel safe and enjoy school. In our recent Ofsted visit report, the inspectors refer to the 'calm and orderly environment' which exists at Bishop Young and states that 'within lessons, and across all areas of school, pupils behave well.' It was particularly pleasing to see that the report recognises the fantastic work that our Student Senior Leadership Team does. 'The school's student leadership team are involved in many aspects of school. They are highly regarded and are seen as role models to younger pupils.'

Our Special Educational Needs provision was also highly praised in the report. We were exceptionally pleased to see that Ofsted have recognised the great work that has already started in our new resource provision Dovecote. The report states 'Pupils with SEND are well supported at Bishop Young. Leaders, including the Special Educational Needs Coordinator (SENCo), have created a culture of inclusivity. Support staff make effective contributions in and out of lessons. The systems in place to nurture and support all pupils, but especially those with SEND, are of a high quality. The school's commitment to pupils with SEND has been strengthened by the creation of a new integrated resource for pupils with autism spectrum disorder.'

We continue to do the very best for each student in our care. We strive to help all children to recognise their talents, build on their strengths, recognise where they may find something tricky and help them have the skills to move forward from this. We strive to create caring, thoughtful and articulate pupils who are proud of themselves and the communities they live in.

The Academy values and invests in the continuing professional development of all staff. Our staff wellbeing programme has been recognised nationally and has featured on BBC Look North. As a key part of the Abbey Multi Academy Trust staff also have opportunities to collaborate with colleagues in our partner Academies.

We very much look forward to receiving your application.

Rachael Cole
Head of School

Pupils are proud to attend this school. They are eager to learn. They speak to each other and to members of staff openly and with respect. They are supported in and out of lessons, and always have adults to speak to when they need help or advice.

OFSTED 2021

Position:	Assistant Achievement Director for Maths
Nature of contract:	Permanent
FTE salary:	MPS/UPS with TLR2C (£7,368)
Starting:	Easter 2023

Bishop Young C of E Academy is a thriving and highly successful 11-16 Church of England convertor Academy which serves the community of East Leeds. We are part of Abbey Multi Academy Trust and share in the Trust mission to work In Partnership to 'Educate, Nurture and Empower'.

We are looking for a dedicated individual who is:

- A highly motivated and hard-working person with the capacity to contribute to the on-going development of the school
- Passionate about the development of the whole child. Someone who is able to encourage and enthuse students to achieve their full potential.
- A routinely good/outstanding teacher with the ability to successfully teach all aspects of Maths.
- A colleague who is looking to develop their career within a supportive team.
- Inspirational to colleagues and students – sharing best practice.

You will be:

- A proven good/outstanding teacher with the ability to successfully teach all aspects of KS3 & KS4 Maths
- A team-player who can develop positive relationships with children, families, and colleagues.
- Someone who will support the Trust's Christian ethos as well as our shared mission and values

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 Bishop Young Academy by visiting www.bishopyoungacademy.co.uk.

Visits to our school to meet the team and experience our wonderful atmosphere, are warmly welcomed, and encouraged and can be arranged by contacting Olga Bracewell

via email at obracewell@bishopyoungacademy.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 Wednesday 8th February 2023**

Interview date: **To be held soon after closing date**

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.

APPLICATION PROCESS

Job Title:	Assistant Achievement Director for Maths
Salary Scale:	MPS/UPS with TLR 2C (£7,368)
Reporting to:	Achievement Director for Maths

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

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.

Empower

Staff

- To work with the Achievement Director 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 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 e.g., 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
- 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	A relevant degree or equivalent professional qualification	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 experience	**Essential**			**Desirable**		
1	Successful working relationships with students, staff, parents/carers	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	Experience of managing finance/budget	A	R				
7	Experience of school improvement planning	A		I			
8	Significant, substantial and successful experience in a post of responsibility in a school/Academy	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	Experience of pastoral/tutor role	A					
14	Knowledge of/involvement in educational research on teaching and learning				A	R	I
14	Confident in the use of ICT to support learning	A	R	I			

PERSON SPEC

15	Consistently good and outstanding teacher	A	R	I			
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	Effective communicator, influencer and negotiator	A	R	I			
3	An inspirational leader, passionate about teaching and learning	A	R	I			
4	Enabling the highest levels of student achievement through translating vision, ethos and values into practice			I			
5	Commitment to leadership by example	A		I			
6	Excellent interpersonal, written and oral communication skills			I			
7	High level of emotional intelligence and self-awareness		R	I			
8	A willingness to play a full part in Academy life and activities outside the classroom	A	R	I			
9	A commitment to our mission and values, demonstrated by current practice	A	R	I			
10	Support for the Christian ethos of the Multi Academy Trust	A	R	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.

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Bishop Young

A member of ABBEY MULTI ACADEMY TRUST