



# Assistant Head of Academy

Warberry C of E Academy  
APPLICATION PACK



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# WELCOME

We are a Trust where everything begins and ends with the children. We want to ensure that we have a profound impact on the futures of our children so that they have choices and options which will enable them to flourish as they go through life. Quite simply, we put children first in all that we do.

We live our vision by working collectively as a family of schools with a shared responsibility for all children, no matter which school they attend. We empower each other to deliver an exceptional curriculum offer for children where they are cared for, inspired, challenged and develop a love of learning.

We want every child to experience an excellent curriculum which is distinctive to their community and be taught by great teachers.

Therefore, we nurture and care for our staff so that they can provide the very best for our children.

As a Trust we work collectively to provide the very best professional development for staff so that they are empowered in their roles.

We care passionately about children outside of our Trust as well. We collaborate and work with other schools and Trusts as well as being a National English Hub that specialises in early reading and phonics.

We are driven by our values and our passion is to serve our pupils, staff and communities to the very best of our abilities.

Tracey Cleverly  
**Trust Lead**



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## A HIGHLY SUCCESSFUL, INCLUSIVE MULTI ACADEMY TRUST

### **Flourishing Futures**

Our Trust was established in the summer of 2012 from its origins as a National Support School, at Ilsham C of E Academy. We have a Church of England foundation which is fully inclusive and welcomes both Church and Community schools. Admission criteria to all of our academies is fully inclusive, welcoming those of all faiths or none.

The mission and core purpose of our School Trust is to enable Flourishing Futures for our children by working together as a values-led family of exceptional academies, delivering an entitlement to exceptional education across all our local communities and where every child flourishes. We believe that every young person, regardless of their background or context, can achieve and exceed the highest of expectations.

# OUR VISION & VALUES

## MISSION

Flourishing Futures (John 10:10 He came so that they may have life and live it to the full)

## VISION

To be an exceptional school Trust – We are committed to social mobility and a culture of belonging. We do this by investing in people, enabling every child to be taught by the very best teachers so that we can achieve social change and all children flourish.



## VALUES

**Empower, Excel, Together**

## BELIEFS

We believe that:

**We are Stronger Together** – We deliver and achieve more than we ever could individually

**In a Sense of Belonging** – Every member of our School Trust matters and know they belong

**In Removing Barriers** – Ensuring that where you begin does not limit your horizons

**In Realising the Possible** – You cannot be what you cannot see

## EDUCATION

We are:

1. Ruthlessly ambitious for all who learn and work with us
2. Committed to bringing pupils together across the Trust to learn and flourish
3. Unwaveringly inclusive – determined in eradicating barriers to educational success
4. Committed to excellent teaching
5. Determined upon academic excellence for all in our communities
6. Compassionate, ethical and caring advocates for all in our communities
7. Outwardly facing and globally conscious

## PEOPLE

We are:

1. Committed to the very best people development and empowerment
2. Determined to shout loudly and share proudly our successes
3. The best professional and technical experts (supporting education) in the sector
4. Committed to the very best understanding and management of risk

## FINANCIAL

We are:

1. Providing the best possible public service for the best possible value
2. Determined to supplement our public income with shrewd income generation
3. Building financially sustainable models of educational improvement in our communities
4. Demonstrably efficient in all we do

# OUR TRUST



10 SCHOOLS



9 CHURCH  
SCHOOLS



7 NURSERIES



292 STAFF



94 TEACHING  
STAFF



1871 PUPILS

## WELLBEING

We put our people's welfare at the centre of everything and we know that this is more than just cake in the staffroom on a Friday (although that is nice too!). Our Wellbeing Strategy covers four key areas: Working environments, Personal growth, Health and lifestyle initiatives and Culture.

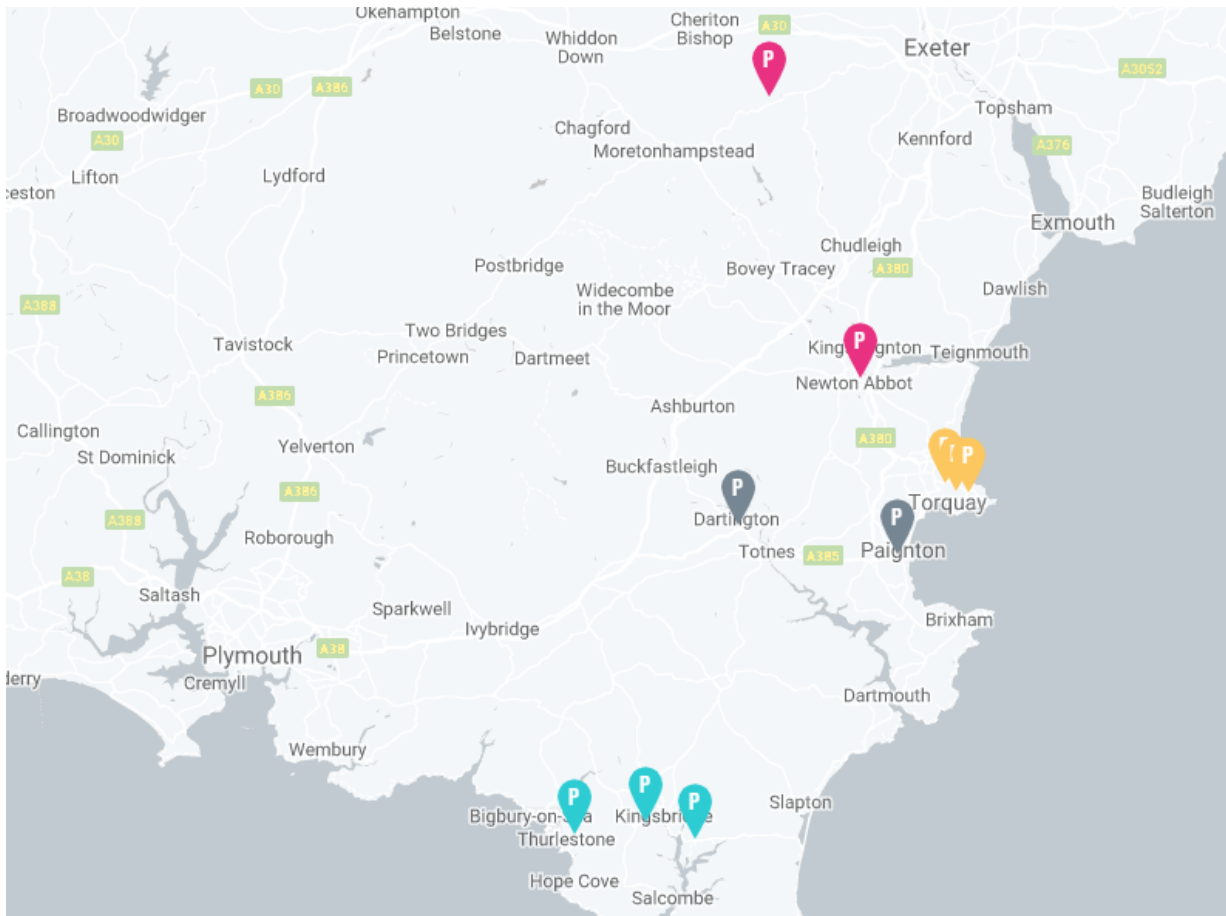
## DIVERSITY, EQUALITY & INCLUSION

On our journey we are building a Diverse and Inclusive community. We are aspiring to promote our inclusivity, via curriculum and employee engagement. Together we want to break down barriers, enjoy each individual and celebrate the value they bring to our School Trust.

- We will work inclusively within our communities, embracing the varied localities we serve while sharing our common vision and values
- We will develop the very best leaders of the future, working to improve education and transform lives
- We will adhere unwaveringly to the 'Nolan Principles' of public service, which is made clear in our commitment to Ethical Leadership



# OUR ACADEMIES



[All Saints Marsh](#)



[All Saints' Thurlestone](#)



[Charleton](#)



[Dartington](#)



[Dunsford](#)



[Ellacombe](#)



[Ilsham](#)



[Little Stars](#)



[St Michael's](#)



[Warberry](#)



[West Alvington](#)

# WARBERRY



I am delighted to welcome you to Warberry Church of England Academy and Nursery School. We are thrilled that you have applied to become part of our school family.

Warberry is a thriving and vibrant school in the beautiful coastal town of Torquay. We have a reputation for being an integral part of the local community with a strong supportive and caring environment. Our children are incredible, resilient learners and our staff are hard-working and dedicated to providing an ambitious curriculum that is grounded in ensuring our children receive a broad and balanced curriculum full of experiences that broaden their horizons.

Our Christian vision for our academy is:

***'Roots to grow, fruit to flourish'***

We are a happy, welcoming school. Our staff and our children care about each other and we work in collaboration with our local community. All our teachers and support staff work together in a harmonious way for the benefit of the children. We are supportive of one another and are proud of our achievements.

The family feel we have here at Warberry is often commented on during tours of the school. We are extremely excited that the successful candidate will be joining our friendly school and working collectively with us to provide the best possible education for our children!

Karen Southard

**Head of Academy**



# JOB DESCRIPTION

## ASSISTANT HEAD OF ACADEMY

**Salary:** Leadership Pay Scale

**Hours of Work:** As outlined in the current School Teachers' Pay and Conditions document

**Responsible to:** Head of Academy/Executive Head/Chief Executive

## MAIN PURPOSE OF THE ROLE

- To be an inspirational and outstanding practitioner in teaching and learning.
- To ensure that inclusion for all pupils is everyone's highest priority.
- Make strategic evaluations of teaching, learning, and personnel issues as a supportive and well-motivated team member with a particular focus on vulnerable pupils including those with SEND.
- To support the work of the Partnership in securing a world class education for **all** pupils and the continuous improvement of teaching and learning in the Academy and Partnership, where applicable.
- Play a key role in the development and implementation of the Learning Academy Partnership (LAP) vision, policies and practices and the LAP Development Plan.

## TEACHING AND LEARNING

- Monitor and evaluate pupil achievement and attainment throughout the Academy
- Lead by example as a teacher and as a leader, achieving high standards of pupil attainment, behaviour, and motivation through effective teaching.
- To be the champion for inclusive practice in all aspects of school life and in every classroom.
- To ensure that all pupils and in particular vulnerable pupils make excellent progress from their starting points.
- Seek and actively support the mutual benefits of LAP joint practice development
- To monitor the quality of teaching and learning, in line with the LAP policies. This will include lesson evaluations, monitoring of outcomes and scrutiny of pupils' work, feedback, learning environments, etc.
- To review long term planning to ensure coverage, progression, and a range of learning experiences throughout the Academy.
- Oversee all aspects of the Academy organisation and management, including preparing agendas and chairing meetings, in order to ensure that Academy policies and practices are being delivered
- To support the safeguarding culture and ensure that all children are safe
- To be part of and, therefore, work closely with the Senior Leadership Team and all staff to ensure a world class curriculum for all pupils.
- To be outward looking to continually support best practice development of inclusion provision.



- To coach and mentor teachers and support staff in order for them to better support all pupils in order to ensure both excellent progress and outcomes.
- To have a strategic overview of behaviour across the school and support all staff with developing strategies that allow pupils to feel safe and ready to learn.
- To deliver regular whole school CPD to ensure best practice in supporting vulnerable pupils to be 'ready to learn'.
- Be responsible for continuously improving the quality of teaching and learning by working alongside teachers to develop the quality of teaching and learning
- Contribute to regular whole school self-evaluation, including termly revision of the School Self-Evaluation Statement (SES); ensuring areas of responsibility have accurate data and evaluative information.
- To stay updated with statutory guidance and best practice and disseminate within the Academy and the wider Trust team.
- Liaise closely with all staff in areas of responsibility to ensure continuity and progression across the age and ability range.
- To monitor the standards of behaviour and achievement within key stage and across the Academy where appropriate.
- Set appropriate expectations for staff and pupils in relation to standards of pupil's achievements and the quality of teaching, establishing clear targets for improving and sustaining pupil's achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.
- Supporting staff to meet personal and professional targets, leading on performance management processes as appropriate.
- Ensure staff share the aims of the Partnership in promoting high quality learning in the classroom.

## PEOPLE AND RELATIONSHIPS

- Sustain effective positive relationships with all staff, pupils, parents, multi agencies, Directors and the local community.
- Support Curriculum Leaders within the context of Academy policies, in relation to working practices and relationship to be fostered with pupils, including those relating to behaviour, discipline and attitude.
- Encouraging moral and spiritual growth, and civic and social responsibility amongst pupils
- Managing innovation and change
- Working collaboratively
- Manage and develop effective working relationships with CEO and senior managers in the Academy

## HUMAN AND MATERIAL RESOURCES AND THEIR DEVELOPMENT AND DEPLOYMENT

- Lead the professional development of all staff through example, coaching peer support and target setting
- Contribute to the audit of staff development and training needs and the provision of effective INSET.

- Ensure support and CPD during the induction of new staff and for trainee teachers.
- Support the establishment of priorities for expenditure across the whole Academy
- Maintain effective and efficient management and organisation of the accommodation and resources of the Academy.
- Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development.
- Manage the resources for a specific subject area or a whole Academy aspect - take responsibility for the delegated budget and monitor records of the annual expenditure on materials, including PPG.

## PARENTS/COMMUNITY

- Establish effective communications with parents involving their child's education, progress and targets for improvement.
- Communicate effectively, orally and in writing, with the Head of Academy, CEO and Trustees, regarding the progress and achievements within the relevant initiatives in teaching and learning.
- Inform staff through staff meetings about the developments and ideas related to 'best practice' related to teaching and learning provisions within the Trust
- Develop a programme of parent learning which empowers parents to support their child's education.
- To support parent consultations and hold drop ins for parents.
- Ensure staff involve parents in each child's individual learning journey for all pupils
- To build relationships with all parents as a visible member of the SLT.

## GENERAL RESPONSIBILITIES

- To put all children, in the Trust, at the core of all decisions and actions
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Learning Academy Partnership
- Establish constructive relationships and communicate with other professionals
- Attend and participate in relevant meetings at academies and other events as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and area of expertise and use these to advise and support others within the organisation
- To be a reflective practitioner who is active in the pursuit of their own professional developments

## EXPECTATIONS

1. As appropriate, the postholder's duties must be carried out in compliance with the following:
  - Trust Policies
  - Code of Conduct
  - Financial Regulations
  - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
2. To work flexibly as required
3. To maintain confidentiality of the Trust's affairs
4. To work at all times within Code of Conduct, GDPR and the Safeguarding Policy
5. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
6. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post
7. To put all children, in the Trust, at the core of all decisions and actions
8. To be an ambassador for the Learning Academy Partnership
9. To uphold the vision, values and ethos which underpin the Trust and support how we work as a single organisation



# PERSON SPECIFICATION

Attributes	Essential	Desirable
<b>Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Evidence of relevant training English and Maths training in the new curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of creative and innovative teaching</li> <li>• Evidence of continuous commitment to further professional development</li> <li>• MPQML or leadership CPD equivalent</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Teaching experience</li> <li>• Willingness to work closely with colleagues in preparing for teaching and learning</li> <li>• Experience of positive behaviour management strategies</li> <li>• Excellent and proven leadership expertise with a track record of school improvement</li> <li>• Ability to motivate and inspire pupils</li> <li>• Able to build relationships with all stakeholders quickly</li> <li>• Excellent communication skills and the ability to coach, celebrate and is committed to the highest quality teaching and learning ensuring the best possible outcomes for every child</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to offer extra-curricular activities</li> <li>• Experience of curriculum development, monitoring and assessment</li> <li>• Experience of incremental coaching and its impact</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• Up to date knowledge and understanding of:               <ul style="list-style-type: none"> <li>○ current educational developments in teaching and learning and accelerated ways of learning</li> <li>○ Pedagogy which supports personalised learning</li> <li>○ Providing effectively for the individual needs of all children including those with special educational needs</li> <li>○ The statutory National Curriculum requirements</li> <li>○ The statutory requirements of legislation concerning equal opportunities, health &amp; safety, SEN and child protection</li> <li>○ How, as a member of staff, you will contribute to and be active in seeking links and joint practice development across the academy and the Trust</li> <li>○ Child Protection / Safeguarding procedures</li> <li>○ Effective strategies to support Pupil Premium children</li> <li>○ Teacher responsibilities as set out in the SEND Code of Practice</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Deep subject knowledge and or specialism in a curriculum area (Literacy)</li> <li>• Knowledge and experience of specific interventions for vulnerable pupils</li> <li>• Effective pedagogical knowledge which supports accelerated progress and the highest achievement for the most vulnerable pupils</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• An excellent classroom practitioner with work planned to a high standard and regular assessment and record keeping to promote and support high quality teaching and learning</li> <li>• Insistence on high standards, high aspirations and expectations of all children</li> <li>• Ability to create and sustain a highly productive and engaging learning environment where children are independent, resilient learners</li> <li>• A creative and exciting learning environment where children's work is celebrated and well displayed</li> <li>• Ability to lead an area of the curriculum demonstrating ability to lead and motivate colleagues and ensure pupil progress</li> <li>• To apply best practice and policy in the behaviour management of pupils which ensures all children have an environment in which they feel safe and can learn</li> </ul>	



# PERSON SPECIFICATION

Attributes	Essential	Desirable
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• A highly reflective learner who is able to apply this to the advancement of their professional skills and knowledge</li> <li>• Embrace feedback and development and be passionate about advancing your own professional practice</li> <li>• Be a strong advocate, in all that you do, of the Trust as well as your base academy</li> <li>• Believes that there is no ceiling to what young people can achieve</li> <li>• Actively pursue opportunities to develop best practice by working with colleagues across the Trust academies</li> <li>• Ability to work as part of a team beyond your base academy with colleagues, parents and the wider community</li> <li>• Creative ideas and support for the development of the academy</li> <li>• Flexible and adaptable with a willingness to take a whole school and Trust perspective, be resilient and cope with change</li> <li>• Excellent interpersonal and communication skills</li> <li>• Willingness to be involved in extracurricular activities and events and engage in all aspects of Trust life.</li> <li>• Willingness to go the extra mile</li> <li>• To be proud to be a professional and model this at all times</li> </ul>	



# HOW TO APPLY

## Status

Permanent  
1.0 FTE

## Salary

Leadership Scale L1 – L8  
(Torbay)

## Closing Date

Monday 14<sup>th</sup> March 2022  
9am

## Start Date

September 2022

## Interviews

Monday 21<sup>st</sup> March 2022

## Applying

Please apply by visiting  
[www.lapsw.co.uk/vacancies](http://www.lapsw.co.uk/vacancies)

## Learning Academy Partnership

Address: Suite 4 Zealley House, Greenhill Way, Kingsteignton, TQ12 3SB

Visit: [www.lapsw.co.uk](http://www.lapsw.co.uk)

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Email: [people@lapsw.org](mailto:people@lapsw.org)

Twitter: [@LAPacademies](https://twitter.com/LAPacademies)

LinkedIn: <https://www.linkedin.com/company/learning-academy-partnership>

