

CITY ACADEMY NORWICH

Candidate Recruitment Pack **Assistant Headteacher**

Closing Date | Monday 17th April 2023

Interviews | Friday 21st April 2023

Start | September 2023



A welcome from the Headteacher and CEO

Dear applicant,

Thank you for your interest in this exciting position.

You will be joining City Academy Norwich (CAN) at an important time, as the school joined Sapientia Education Trust in September 2022.

The Assistant Headteacher position at CAN is a great opportunity and is a newly added role to the SLT team. School improvement is well underway, there is a hardworking and committed staff team in place and excellent facilities. The school roll is growing, and community links are strong and highly valued. Jo Franklin started as Head September 2022 and has a compelling vision for the school.

We are highly ambitious for the school, and this is a key appointment to help shape and define the future. The school's recent Ofsted is one that we agree with and recognises both the strengths and challenges of the school, and the new post will be central to supporting the improvement journey we have embarked upon, moving the overall Quality of Education to 'Good' from 'RI.'

We are looking for the right person to join the team, with drive, enthusiasm, and evidence of significant impact at middle or senior leadership level. You will have pupils at the core of your educational philosophy, be research informed and have a strong commitment to professional development, both your own and that of colleagues. You will have a good understanding of teaching and learning and the power of transformative CPD.

We will provide you with access to trust wide professional learning and networks across our trust, including our aspirant Headteacher programme. If you would like to visit the school or would like an informal discussion, please contact Katie Bloomfield – Personal Assistant to the Headteacher by calling 01603452628 or emailing k.bloomfield@canorwich.org

We hope this excites you – if it does, please apply!

Best Wishes

Jo Franklin – Headteacher

Jonathan Taylor – CEO



Background Information

CAN joined Sapientia Education Trust in September 2022, joining a locally based MAT of 17 schools. Jo Franklin started as Headteacher in September 2022 and Ben Jones joined as Deputy Headteacher in January 2023. This post is a new addition to the leadership structure, to add leadership capacity in key areas of school life.

CAN is an 11-16 community school with 700 students. The roll is growing and the Year 7 intake in September 2022 is close PAN of 150. CAN serves an urban catchment in Norwich and is near to the UEA.

The school was rebuilt around 10 years ago and is very well resourced. There is a strong leadership team in place and CAN is benefitting from the wider support from the Trust, which was recognised in the latest Ofsted report.

This is an exciting time as we look to further improve standards and the benefits from joining Sapientia Education Trust, which runs 16 other local schools.

Norfolk is a great part of the country to live and work. Norwich is a vibrant city, with excellent arts, sporting and recreational activities. The Norfolk coast is beautiful and the Norfolk Broads are an area of outstanding beauty. House prices are reasonable and educational standards generally high. Norwich was recently rated as the best place to live in the East of England by the Sunday Times. A number of trust staff have relocated to Norfolk and we are happy to discuss the benefits of doing do with you, if this is applicable to your circumstances.

Our trust

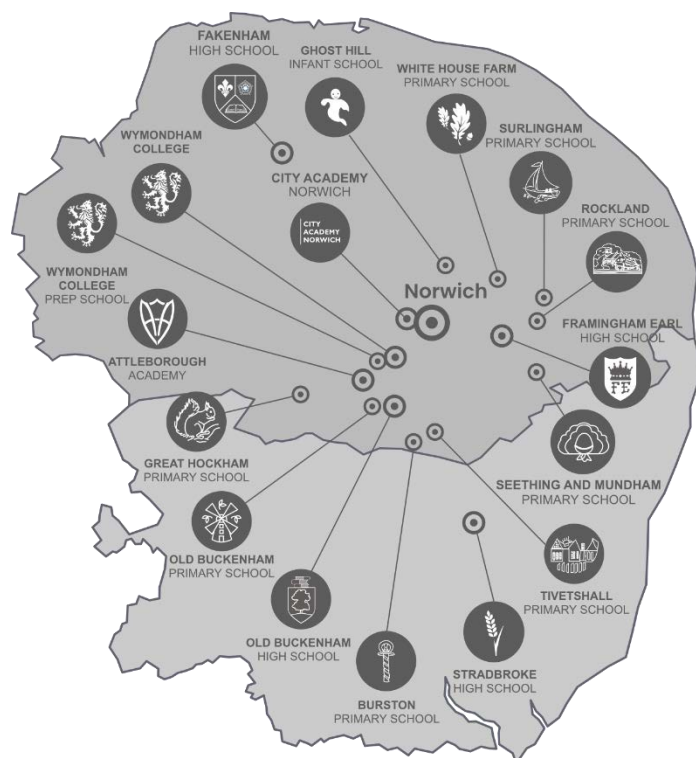
The Sapientia Education Trust (SET) was established in 2016 with the purpose of bringing like-minded schools together to work in partnership to deliver world-class standards of education to young people in Norfolk and Suffolk. The term 'Sapientia' comes from the motto of the founding school, Wymondham College and means wisdom.

We are committed to delivering high academic standards in our schools, combined with a view of education that is child-centred and holistic. Our schools have a strong commitment to personal development and extra-curricular activities are strongly promoted.

Our work is cross-phase and involves a strong commitment to staff development and on-going professional learning for all staff in our schools. We believe that collaboration and partnership work help raise standards and we work with a range of schools within and beyond the Trust.

SET provides a range of services to support our schools. This includes established HR, Finance, Health & Safety, ICT and Estate teams. In addition, we have a Central Education Team providing specialist support to help raise standards further.

Our philosophy is to work to support school leaders, so that more of their time can be spent on the core business of delivering a world class education, locally.





Testimonials

Sue Baldwin, Regional Schools Commissioner, wrote the following in an article for the Confederation of School trusts:

'Many of the Trusts we work with are interested in and participating in growth and development activities. One such is Sapientia Education Trust. Sapientia has 16 schools – six secondaries and ten primaries - across Norfolk and Suffolk, with seven of its schools joining in the last three years. Sapientia grew out of the founder school, Wymondham College, which is the largest state boarding school in the country, with successive Ofsted 'Outstanding' judgements to its name. Some of the key factors of successful growth at Sapientia have included: an excellent school improvement strategy, robust financial management, strong leadership across the trust exemplified by the CEO and National Leader of Education Jonathan Taylor, and extensive involvement and support to other schools and Trusts via vehicles such as the ENCOMPASS Teaching School Alliance (which Sapientia is a core member of). Driving up educational standards - not only in its own schools but within the region and beyond - has been the bedrock of Sapientia's considerable achievement.'

Ofsted has recognised the impact of our work in a number of recent inspections:

"The new trust is rapidly improving the school's curriculum. This has started to have a positive impact. In the areas of the curriculum that are more developed, pupils learn well. This is because the plans in these subjects are clearly organised and help pupils to know more and achieve more over time. These curriculum areas are well respected by pupils. As a result, the working atmosphere is purposeful, and pupils achieve well." (CAN Feb 23)

"Trustees and specialists employed by the trust provide skilful support to school staff. Staff morale is high, and staff say that leaders are considerate of their workload. Parents and carers are complimentary about the care and education that their children receive. Staff are proud to work at the school." (Framingham Earl High school Oct 22)

"Leaders and the trust have created a climate where pupils and staff feel valued and supported." (Tivetshall Primary Oct -2021)

"Staff are proud to work at the school and say that leaders are mindful of their well-being and workload. They appreciate the wide range of professional development available through the trust, including training to improve their subject knowledge and curriculum planning." (Great Hockham Primary – Nov 21)

"The trust has added impetus and expertise" (Attleborough Academy – Nov 21)

"Staff value the training and support they receive, including that provided by the Trust" (Burston – Dec 21)



Job Description

Sapientia Education Trust is a growing multi-academy trust and seeks to appoint an inspiring Deputy Headteacher to join City Academy Norwich (CAN).

CAN is a local school with high ambitions and a key drive for continuous improvement. We believe that education is the key to transforming life chances, and that by creating a strong learning environment where all students are happy and taught well, we will enhance their prospects to become productive, successful citizens of the future.

CAN joined Sapientia Education Trust (SET) in September 2022 and we are in the process of reshaping the school. This has included appointing a new Headteacher, (Jo Franklin, started September 2022) and two new Deputy Heads (Ben Jones started in January 2023.) This is a new post and key to driving up standards.

The school is challenging, but with many strengths. Ofsted visited 8 weeks after CAN joined us, in November 2022. We agree with the report's outcomes and recognise that there is much to do. We are heartened that Ofsted recognised the work already undertaken to improve standards and this is a key position for the school moving forwards.

Our core standards include high expectations of everyone in our learning community; strong discipline consistently applied; reliably high-quality teaching; a commitment from parents to work in partnership with the academy and respectful, positive relationships between everyone in our learning community. For us it is about educating the whole child through a diverse and broad curriculum and making sure they are prepared to enter today's modern world, as well-rounded capable individuals.

For the right candidate, this is an ideal post to make a difference and will be a perfect grounding for Headship in due course.

THE POST

The Assistant Head for Teaching and learning will report directly to the Headteacher and have responsibility for the quality and development of teaching, CPD, staff mentoring, ECT's and middle leader development.

The postholder will both work closely with the wider SLT team – playing a key role in the strategic and operation development of the school. In addition, the school recently appointed a 'Professional Development Tutor' who will, from September, lead on the Professional development of ECTs and Teach First staff as well as ensuring the mentors and mentees are supported in their roles.

In addition, the successful applicant will also hold the post of teacher under the standard contract for teachers at The Sapientia Education Trust and the teaching commitment will be determined by the successful candidate's specialism and current needs of the Academy. Subject specialism is not an issue.

The Assistant Headteacher will also carry out duties as a member of the Academy's Senior Leadership Team and will receive the appropriate training and updates required to act as the Academy's Designated Safeguarding lead.

Each member of the SLT is expected to work collaboratively with other members and ensure that students' best interests are at the heart of all decisions made and implemented. They will assist the Head with all elements of strategic development, including contributing to the school's SIP and SEF documentation.

JOB SPECIFICATION

General Responsibilities:

The Assistant Headteacher will be responsible for ensuring the Academy supports students to learn effectively and to optimise their engagement with academic learning. This academic year, much work has been done to ensure the curriculum meets student's needs. A key priority for the postholder will be to ensure that the curriculum diet is appropriately delivered in the classroom and that the professional development programme supports outstanding teaching and learning. The successful candidate will lead on developing teaching and learning, CPD and a range of school programmes and networks. This will include providing effective support for Teach First and ECTs in conjunction with the Professional Development Tutor and contributing to middle leader development.

The post holder will be responsible to the Head and liaise effectively with other SLT members so that the Academy's core values are promoted to students and staff. The postholder will be required to be a member of the Senior Duty Team and teaching commitment will be determined based upon the successful candidate's specialism and the needs of the Academy. A key part of the role will also be to lead on Performance Management at the academy, ensuring the effective deployment of the 'Lessons Learned' platform and that all staff have appropriate PM goals and access to appropriate training and development opportunities via the school, Trust or external organisations, such as the local TS Hub.

All members of the SLT undertake regular Learning Walks and assist the Head in determining the staff professional development needs that feed into the Academy's programme of the CPD, including regular Safeguarding training and mandatory updates.

The Assistant Head will be an ambassador for the school, model the core values of the School in their professional life, be visible throughout the School – leading and supporting the School community to commit to the core values of the School. This

includes participating in and supporting duty teams, emergency cover, and ensuring excellent behaviour, attitudes and standards of students.

Safeguarding Responsibilities:

All members of the Senior Leadership Team receive safeguarding training and it is anticipated that all will be members of the Academy's safeguarding team.

Specific Duties:

- Ensuring an effective CPD programme
- Developing the overall quality of teaching across the academy
- To line lead the work of identified middle leaders
- Lead the ECT and Teach first programmes To ensure the effective implementation of the Academy's Teaching and Learning policies
- To line lead the Professional Development tutor
- To lead on Performance Management
- To work with the other SLT postholders and wider pastoral teams to ensure an appropriate focus on PP, SEND and vulnerable learners.
- Contribute to whole-school quality assurance processes, including undertaking learning walks and lesson observations.
- Ofsted readiness in appropriate areas
- To lead the monitoring, review, and evaluation of your areas of responsibility and with the Senior Leadership Team identify the priorities that will lead to continuous improvement and the raising of standards in all areas of School life. Ensure Trust staff with responsibility for your own areas are fully briefed and able to contribute effectively.
- To establish a culture that promotes excellence, equality, and high expectations for all students;
- To contribute positively to discussions leading to the development of effective policies, practices and structures;
- To ensure that resources are efficiently and effectively used to achieve the aims of the school and to facilitate its day to day operation;
- To respond professionally to unplanned situations, crises, and emergencies whenever they arise to ensure the safety and efficiency of staff and students at the School and to maintain good discipline;
- To attend meetings of the Senior Leadership Team and other School management meetings;
- To act as SLT Link to specific subject departments. This includes providing support and acting as critical friend, together with monitoring, reviewing, and evaluating the work of the departments;
- To foster and support extra-curricular activities in the interest of the school community e.g. School productions, concerts, sports activities, trips, and excursions;
- To attend meetings of Parent Focus Group when requested and to give advice as requested. To communicate regularly with Trust staff linked to your area of responsibilities;
- To take an equitable share of lunchtime and other duty supervision.

- To take on additional responsibilities as directed by the Headteacher and/or CEO.

Additional responsibilities:

The post holder shall participate in the Academy's programme of Performance Management and Continuing Professional Development, including participation on the Sapientia Education Trust's development programmes.

The post holder shall undertake other duties and responsibilities as the Headteacher may reasonably require.

Person specification

Personal Qualities

CAN expects its Deputy Headteacher to have the following personal qualities:

Person Specification:

Skills

- Be an innovative, independent thinker with the capacity for strategic thinking
- Be creative and proactive in finding solutions
- Be flexible and adaptive to changing needs and priorities
- Be resilient, calm, and tenacious under pressure
- Be insightful and analytical with good problem-solving skills
- Have excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, students, parents, and the wider community
- Be a self-reflective practitioner who always seeks to improve
- See the 'big picture' in relation to whole school priorities & improvement
- Able to reason their educational philosophy, in tune with the school ethos
- Be willing to contribute to the extra-curricular life of the school
- Possess a sense of humour
- Have the ability to inspire and enthuse staff and students about their subject
- Be highly self-motivated, able to energise and motivate others
- Be insightful and understanding of national, international and research developments relevant to teaching and learning in their subject

Professional Competence

- Be an outstanding Teacher with evidence of impact on student outcomes with a proven track record of total commitment to helping every student achieve their very best and make progress
- Have excellent understanding of what constitutes excellence in teaching and learning
- Have a keen understanding of effective and transformative CPD
- Have experience of leading CPD sessions
- Have experience of developing staff to improve outcomes and the overall quality of education

- Be committed to inclusion
- Be a positive role model for students and staff on a day-to-day basis
- Collaborate effectively with staff, parents/carers, and students
- Liaise and work with partner schools, HEIs, Examination Boards and other relevant external agencies in the pursuit of continued improvement
- Excite and engage visitors about the School at Open Evenings and all other events
- Have very high expectations of the learning of all students at all times
- Work with colleagues across all key stages to ensure embedded transition from Key Stage 2 to 5
- Contribute to SLT, as a full member of the SLT team
- Contribute to the Trust, as a senior leader within a Trust school
- Lead relevant training and contribute to line leadership

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must always be worn to ensure that students, staff and visitors are able to identify CAN employees.

REVIEW

The Job Description will be reviewed annually as part of CAN's s Performance Management programme.

The first six months of employment shall be a probationary period. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.



Terms and Conditions

This post is offered on a full-time, permanent basis and is based at City Academy Norwich.

Remuneration

L9-13 on the leadership spine, appropriate to the seniority of the role and the skills and experience of the post holder.

All payments are payable under the Teachers' Pension Scheme.
The Trust provides a SODEXO benefits package to all staff.

Pre-employment checks

All applicants must be prepared to undergo several compliance checks to confirm their suitability to work with children and young people in line with "Keeping children safe in education".

The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

Interview process

- Candidates will be shortlisted
- References will be requested

The interview process will be over 1 day and will include:

- Lesson observation and feedback
- Values based interview
- Pupil panel
- School Improvement task
- Meetings with staff, and pupils
- Final panel, including presentation

How to apply

Complete an online application form via our website - <https://www.se-trust.org>
Please explain how your experiences to date equip you to lead a world class education at City Academy Norwich. Please limit to 1000 words.

Pre application visit

If you would like to visit the school or would like an informal discussion, please contact Katie Bloomfield – Personal Assistant to the Headteacher by calling 01603452628 or emailing k.bloomfield@canorwich.org





Sapientia

EDUCATION TRUST

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