



Recruitment Pack

Assistant Headteacher - Science

Matford Brook Academy

Closing Date: 9am - Monday 20th February 2023

Ted
Wragg **TRUST**

Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



**Welcome from the Ted Wragg Trust
CEO, Moira Marder**



On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

Our Values



Selflessness

- put **children** at the heart of all we do
- prioritise others and build **healthy teams**
- **be brave**

Ambition

- **work hard**
- **strive** to be even better
- be the **best** we can

Collaboration

- build **trust**
- build strong **relationships**
- be **stronger together**

How will we succeed?





At Matford Brook Academy, we write our story

A 'once in a lifetime' career opportunity

This is a rare opportunity to be part of a brand new, all-through school in a vibrant city. We are looking for someone who is excited by the potential of a start-up school, enjoying all aspects of what this offers. With energy and ambition for this new school community, a resourcefulness for any challenge that arises, and a commitment to creating a flagship school in the South West, we will 'write our story' together.

We have the opportunity to create innovative approaches to how we run our school and be deliberate in our design. We need Assistant Headteachers who are rigorous about how we create and implement our procedures with a dedication to understanding data and how to use this to improve our offering.

Together, we are building a limitless environment for our children where everything is possible and where the exceptional is delivered as a norm. We show our love for our pupils in everything we do and in our relentless aspiration for every child in our school.



The role

Our Assistant Headteachers are subject leaders in Mathematics, English or Science who will be key members of our leadership team. As leaders, you will work closely with the Headteacher, Emily Simpson-Horne, to build the culture and ethos of the school, creating a strong foundation for each cohort of pupils and working as a team to realise our mission. You will be a 'face of the school', building strong relationships and dynamically responding to the unique challenges & opportunities that creating a new school brings.

You will be instrumental in implementing an exceptional curriculum, drawn from Trust expertise, in your primary subject area and across the curriculum, ensuring an all-through sequence of learning from 2-16. As the school grows, you will support new colleagues joining the school, leading on the quality of education and on our coaching model to provide the highest of standards in teaching and learning for our children. You are unyielding in your commitment to every child's success and to the crucial part schools play in social justice.

This role would appeal to a colleague who has been a key stage subject lead or a Head of Department. Prior experience in another subject area, including Technology, is desirable but not essential: an enthusiasm for and commitment to developing a curriculum offer in a new school is key.



Experience at Primary or Secondary – or all-through – are all considered although this role will primarily be developing and teaching the secondary curriculum offer. You will be an all-through leader, embracing the huge potential that this model offers to staff, children and their families and implementing the systems and processes that optimise this. We want every child to become scholars in Science and across STEM, enjoying opportunities within and beyond the classroom.

Across the Trust, our leaders are exceptional. We are listeners: we encourage feedback for ourselves and for others and ensure this is a habit, designed to iteratively improve all of our practice. Our Assistant Headteacher needs to be a natural listener who is confident in providing and receiving feedback and holding others to account.

We would expect this position to support your development as a confident, well-rounded leader with huge opportunity to grow both here and within the Trust.



Mission and values

Our mission at Matford Brook Academy is to provide an excellent, all-through education that empowers children to believe they can, and should, change the world around them. We summarise this in one mantra that is woven through the fabric of our school: at Matford Brook Academy, we write our story. We are providing a school with an excellent education and opportunities for our children, rooted in the core understanding that, in order for children to thrive both now and in their future, they need to believe that the greatest influence on their lives is themselves.

We reflect this through the values of scholarship, kindness and community. You can read more about our values on our website.



All-through model

All-through schools are uniquely positioned for children to have a seamless educational journey, supported from the moment they first step into school to their aspirational next steps. Joining in the Nursery & Preschool, Reception or Year 7, pupils and their families benefit from the opportunity to stay at the same school for their whole school career. Transitions can be a challenge; all-through schools avoid this with staff knowing pupils and their families well, providing continuous support and a consistent school experience.

Matford Brook Academy is intentionally designed as a ‘cradle to career’ school, modelled on the innovation at Reach Academy, Feltham and currently in development at Ted Wragg’s other all-through school, Cranbrook Education Campus. We believe that schools are civic institutions that have a responsibility to its community and we are energised by the opportunity to build an integrated pipeline of support for our families.





Our school design

We reflect our mission and values in the deliberate design of Matford Brook Academy, including the following:

- An unashamedly ambitious, knowledge rich curriculum that takes children beyond their known experience
- A relentless focus on the importance of school culture with a 'warm-challenge' approach and disruption-free classrooms
- A consistent pedagogical approach in every classroom, enabled through coaching and deliberate practice
- A commitment to oracy and public speaking
- A passion for reading
- A 'family dining' model where staff & pupils come together each lunchtime as a community
- A 'cradle to career' approach to school design, working collaboratively to provide a seamless pipeline of support for children and families
- a longer school day (Primary: 8.30am–3.15pm; Secondary: 8.30am–4pm, Mon–Thursday) with a shorter day on Friday (8.30am–2pm) to invest in curriculum depth & breadth, as well as staff development

Location

Our brand new school building is on the outskirts of Exeter, just off from the A379, as part of the Haldon Reach development.

Matford Brook Academy, Garrison Road, Haldon Reach, Exeter, EX2 8XW



Key Details

Job Title: Assistant Headteacher - Science

Location: Exeter, Devon

Salary: L1-2

Closing Date: 9am - Monday 20th February 2023

Interviews: w/b 6th March 2023

Required From: September 2023

Due to the exciting nature of a 'start-up' school, we will be arranging time during the summer holidays for the team to work together. This is anticipated to be 24th-26th July and 30th Aug - 1st Sept. This can be discussed prior if candidates have pre-existing commitments

If you share our mission in providing an excellent, all-through education that empowers children to believe they can, and should, change the world around them. we would love to hear from you.



How to apply

If you would like an informal conversation about this role please contact the Matford Brook Academy team via info@matfordbrook.academy

There will be some opportunities to visit the school site prior to the closing date.

Please use the application form available on the Trust website and email it to: hr@tedwraggtrust.co.uk



Job Description

Job Title:	Assistant Headteacher - Science with STEM
Multi Academy Trust:	Ted Wragg Multi Academy Trust
School:	Matford Brook Academy
Responsible To:	Headteacher
Salary Grade:	Leadership Scale (L1-2)

1. Key Purpose of Job

- To lead the Science and Technology departments ensuring a well-sequenced, knowledge-rich curriculum is delivered successfully in both subject areas
- Develop and implement effective standards, policies and systems at Senior Leadership level
- Ensure rigorous monitoring of whole-school standards and a learning environment which produces outstanding outcomes for all learners; in particular within Science and Technology
- Create provision of professional development and support opportunities to ensure the highest standards of provision
- Lead on whole-school CPD for non-teachers and/or teachers as appropriate, including across the primary and secondary phases
- Inspire and engage staff and students in the vision for the Academy and specific subject areas
- Communicate effectively and relate positively to all stakeholders
- Ensure the smooth day-to-day organisation and operation of the school
- Line management responsibilities appropriate to the role

2. List Key Duties and Accountabilities of the post

As the school develops, the accountabilities and responsibilities of this role will be evaluated annually

- Assist the Headteacher in the overall strategic leadership, management and operational development of the school, as a member of the school's Senior Leadership Team
- To lead within Science & Technology, and as part of your role, undertaking whole-school, all-through responsibility to embed systems and processes for Matford Brook Academy, which may be outside of your curriculum area, and help to grow the school
- Develop the curriculum offer within Science & Technology (intended, implemented & enacted) as an all-through sequence of learning from 2-16
- Assist the Headteacher in the formulation of the school's Strategic Plan, taking account of the agreed priorities of the school and how these link with national and local initiatives
- Articulate and model the school's vision and strategic direction, developing and implementing coherent operational plans which promote and sustain continuous school improvement
- Advise the Senior Leadership Team and Governors on the strategic development of your key area of responsibility (including planning, policy writing, advising and supporting other staff)
- Contribute to the development of whole-school, all-through policy on the above

- Engage proactively with stakeholders of the school, including families and community organisations, to support its growth and development as a school at the heart of its community
- Monitor and evaluate the provision within the school and report on it to SLT, Governors, the LA and Ofsted, as required
- Ensure that data is used effectively and accurately to report regularly on the provision so that it can fully inform actions to improve and develop the school's systems
- Uphold the vision and values of the school at all times, being a role model in all aspects of leadership and management to colleagues
- Model the consistencies of the school, including pedagogy and culture, and lead in the coaching programme for all staff
- Draft workplace policies, procedures and practice, ensuring that the policies take account of statutory requirements and national and local priorities and promoting collective responsibilities for their implementation
- Uphold the pastoral responsibilities of a tutor, as required
- Hold Level 3 safeguarding
- Plan and deliver extracurricular opportunities for all pupils
- Participate in whole school CPD sessions as an attendee and as a facilitator when required
- Manage any delegated budgets efficiently and effectively, ensuring value for money
- Ensure Health and Safety practices, including risk assessments, are in line with school policy; and assess risks to ensure a safe working and learning environment
- Continue to ensure own professional development, proactively engaging with CPD opportunities
- Be outward facing and establish strong links within the Trust and other organisations
- Collaborate with other schools in order to share expertise and bring positive benefits to ours and other schools

3. Supervision / Line Management Responsibilities of the post

- As required

4. Working Environment & Conditions of the post

- In support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people, the post may be required to travel and teach within any school in the Ted Wragg Trust

5. Other Duties

- Develop an understanding of the MAT policies and procedures, complying with their contents and raising concerns in a timely manner
- Identify personal training needs and participate in training and performance development whenever required
- Actively participate in performance management processes
- Contribute to the overall ethos/work/aims of the Trust
- Appreciate and support the roles of the finance team and other professionals
- Attend and participate in relevant meetings as required
- Undertake any other duties appropriate to the grade of the post. In addition, the post-holder must be committed to safeguarding and promoting the welfare of children and young people.

6. Other Information

- a) The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity. As an employee, you are representing the Trust and must support and demonstrate your commitment to the Trust's ethos and anti-discriminatory practices.
- b) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking or vaping in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- c) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- d) The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- e) The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- f) The post holder may be required to move their base to any location within the Trust upon request.
- g) As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.





Person Specification

Qualifications and Experience	Essential/ Desirable
Good honours degree (Science)	E
PGCE and QTS	E
Experience of managing and holding others to account to improve outcomes (key stage leader / Head of Department)	E
An understanding of key educational issues / change, combined with the ability to lead and co-ordinate their effective implementation	E
A successful and proven track record of innovation and leading change with a demonstrable impact on school improvement	E
Experience of implementing quality assurance programmes and evidence of successful outcomes	D
Experience of effectively working with the wider school community and external agencies	D
Evidence of further professional study, e.g. MA, MSc or NPQSL	D
Knowledge, Skills & Understanding	
Highly successful classroom practitioner, including evidence of high level pupil achievement and consistent outstanding teaching over time	E
A readiness to identify and respond to new challenges with good judgement and perseverance	E
An excellent listener who is confident in providing and receiving feedback and holding others to account	E
Agility and resourcefulness in leadership	E
An ability to build relationships with multiple stakeholders, including families and community organisations	E
An ability to understand and use data to improve our offer, evaluate systems and have the highest of standards	E
Experienced coach	D
Personal and Interpersonal Qualities	
A commitment to flexibly and iteratively supporting the school and its future growth	E
A commitment to the all-through model of education	E
A commitment to equal opportunities	E
A vision and drive that is 100% pupil focused with a passion for helping all young people develop, learn and achieve their best	E
A commitment to the ongoing growth and personal development of yourself and your colleagues	E
A strong commitment to the values and ethos of the Ted Wragg Multi Academy Trust	E
Other	
This post is subject to an enhanced DBS disclosure	E
This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English	E

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.



Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.



In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities in our Trust to access development and wider networks with some of the best schools, Trusts and leaders across the country.



Dixons Academies Trust – A well-established multi-academy trust of 15 schools serving the communities of West Yorkshire and the North West whose mission is to lead educational improvement in the region through high performing academies which value diversity and maximise student achievement.



Cabot Learning Federation – A multi-academy trust of over twenty academies serving communities in the South West of England. Valuing collaboration and ambition, the Trust works to accelerate school improvement and embed excellence in their academies.



Reach Academy Feltham – Reach believe in the power of all through, cradle to career, education, focusing on providing seamless transition from their nursery through to their Sixth Form.