



WE ARE ASTREA

JOB TITLE
APPLICANT BRIEF

HARTLEY BROOK PRIMARY ACADEMY
Part of
ASTREA ACADEMY TRUST





Open Letter from the School Improvement Executive

Hello and thank you for expressing your interest at Hartley Brook.

Hartley Brook is an academy where we aim for high achievement but with a happy, relaxed alertness. Within our young people and staff. Everything we do is aimed to get the absolute best for everybody and nothing stops us aiming for this high ambition. Consequently, our young people develop self-belief and commitment to learning that sets them well for the future.

This is supported by a staff team that truly believes that all of our young people can be the best that they can. The progress our pupils make in tests and examinations is high but more than this they achieve in sport, art, music, drama and the subjects in the wider curriculum. This is because we offer a rich and engaging curriculum that meets the needs of all and because of this we are a Centre of Excellence for inclusion and regularly win competitions in a wide variety of sports and activities.

Hartley Brook young people are fantastic and are the best advertisement for our Academy, which is proud to be a part of the ASTREA Multi Academy trust. Please look at our website and especially the videos, which show what our young people think about being a pupil at this exciting and vibrant school.

If you think that what is written sounds like a proud dad talking about his children, then you are right because that is how I feel. We have staff whose children come to the academy and I would have been delighted if my children, or Grandchildren came here. I know they would receive a fantastic education.

So thank you for taking the time to find out all about us, if you have further questions or would like to visit please do contact.

Hartley Brook is an example of happiness, delight and hard work of young people.

Best wishes

Claire Costello

Acting Principal at Hartley Brook Academy



JOB DESCRIPTION

SALARY	L1 – L5 (£43,036 - £47,495)
CONTRACT TYPE	Permanent
WORKING PATTERN	Monday to Friday
HOURS PER WEEK	32.5

Purpose

Working with the Principal and Executive Team to provide leadership for the academy which secures its successes and continuous improvement, ensuring high quality education for all its pupils and the highest standards of learning and achievement in accordance with Trust requirements. This role is supported by a full time DSL (and 3 DDSL's) and 2 fully trained SENCO's (one in KS1 and one in KS2).

Key Accountabilities

- Learning and Teaching
- Strategic Lead for Inclusion (Pastoral, SEND with the 2 SENCO's and named Behaviour Lead)
- Strategic DSL (including Online Safety Co-ordinator and Designated Teacher for LAC)
- EAL Lead (working with the Strategic Lead and a second member of staff)
- Shaping the Future
- Managing the Organisation
- Safeguarding

Key Responsibilities

Learning and Teaching

- Lead curriculum areas/groups as needed e.g EAL
- Working with the Principal to set high expectations and challenging targets, monitoring effectiveness and evaluating learning outcomes
- Establish creative, effective approaches to learning and teaching
- Ensure a culture that supports and facilitates pupil engagement in their own learning
- Monitor, evaluate and review classroom and assessment practices and improvement strategies
- Support behaviour and uphold the academy's behaviour policies

Inclusion (Resource, Curriculum & Pastoral)

- Support the SENCO's and Pastoral Worker and DSL to deliver training to all staff, ensuring staff have the skills to fulfil health and safety standards
- Ensure the provision of a safe, secure learning environment in SNU and IRs
- Strategic Lead for for development, monitoring and assessment of SEN provision (working closely with the 2 SENCO's and SLT)
- Responsibility for ensuring high standard of SEN provision, including nurture
- Support the SENCO's, Pastoral Worker and DSL to work with parents and carers to meet expectations and targets for improvement



- Line Management of SEN staff (including the 2 SENCO's, Pastoral Worker and SEN TA's)
- Support the SENCO's to develop and implement strategies to ensure pupil progress, to monitor, evaluate and review those strategies and pupil progress, and develop extension and out of school hours activities
- To oversee pastoral provision, and the promotion of an inclusive strategic provision
- To be named Behaviour Lead for Hartley Brook and to work closely with SLT and the Inclusion Team/SENCO's to ensure that the monitoring file is in place and all procedures are followed

Strategic DSL

- To work as a strategic DSL – working to update policies and procedures and staff training
- Work closely with the DSL and DDSL's, ensuring safeguarding is effective across the academy
- Working closely with the SSB & Astrea Central Team to create, implement and monitor practice and safeguarding actions, to ensure an outstanding provision
- Update policies related to safeguarding and ensure there are shared with the wider team and all stakeholders
- Monitor CPOMS and other recording systems
- Train staff (or source external training) and track the process carefully
- Attend safeguarding meetings where needed and liaise with outside agencies e.g. MAST
- To be named online safety coordinator
- Designated teacher for LAC & Post-LAC. Monitoring progress, EPEPs, requesting funding and liaising with the Virtual School and carers

SEND – strategic lead of the 2 SENCO's

- Ensure the best possible well-being, process and achievement for all pupils on the SEN register, and those who need may need additional provision/support
- Line Management of SENCO staff
- Support the SENCOs to use data to analyse and evaluate performance, reporting to senior members of staff
- Support the SENCOs to work in partnership with other specialist staff, external agencies and internal colleagues
- Keep up to date on new training, procedures and policies
- Strategically monitor and track interventions including nurture
- Support the SENCO's to work closely with locality to ensure funding is secured and used correctly and strategically
- To oversee the implementation and monitor procedures relating to care plans, medication and medical risk assessment (ensure that training for medical needs is current)

Shaping the Future

- Create and communicate a shared vision, ethos and strategic plan that inspires and motivates all stakeholders
- Translate the vision into clear objectives that promote and sustain school improvements
- Inspire stakeholders to create a strong and shared culture of learning

Managing the Organisation

- Ensuring the school and its resources are organised and managed to provide an efficient, effective and safe learning environment
- Deputise for the Principal as necessary
- Undertake any professional duties of the Principal, as delegated, or in the event of their absence from school
- Performance management
- Using data to track pupil progress and development

Strengthening Community

- Manage effective relationships with all stakeholders
- Co-operate and work with relevant agencies and partners



- Ensure learning experiences for pupils are linked and integrated with the wider community
- Build a school structure and curriculum that takes account of the academy's wider community



PERSONAL SPECIFICATION

Experience

- Track record of teaching across Key Stage 1 and 2 with evidence of consistently Good/Outstanding practice
- Experience of managing specialist staff, including working alongside SENCo staff
- Experience of working to create care plans, risk assessments and reports for medical needs for pupils
- Experience of leading a team, performance management/appraisal, mentoring and developing others
- Experience working as a DSL
- Experience of writing support plans & leading annual reviews

Qualifications

- Good Honours Graduate with Qualified Teacher Status
- Evidence of on-going professional development in relation to leadership
- Evidence of training around Mental Health or Trauma (desirable)
- Advanced Safeguarding
- Evidence of SEND experience and training essential. SENCO award desirable.

Behaviours

- Ability to develop an outstanding Culture for Learning and relationships within the classroom
- Excellent interpersonal and communication skills including the ability to relate well to all with emotional intelligence, tact and diplomacy
- Good literacy, communication, IT, administrative and organisational skills
- Ability to work strategically, shaping the future and securing the learning outcomes of the vision
- Ability to plan, organise, prioritise and delegate workload effectively and meet deadlines
- Desire and capacity to develop others including to support and challenge underperformance
- Ability to evaluate and moderate the quality of learning and teaching within and across Faculties
- Ability to produce reports and present information accurately, clearly and concisely to all stakeholders
- Ability to work strategically securing positive outcomes for our students
- Ambition to develop skills, understanding and attributes to further develop the SEND role
- Experience of leading a team, performance management/appraisal, mentoring and developing others
- Empathy and an ability to understand why others act in the way they do
- Resilience in the face of challenges

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing recruitment@astreaacademytrust.org