



The Shared Learning Trust

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THE RUSHMERE  
PARK ACADEMY

# WHY WORK FOR THE RUSHMERE PARK ACADEMY?

## ABOUT US

- At The Rushmere Academy, we put our children at the heart of everything we do, to serve our local community
- You'll be working alongside a collaborative, forward thinking, friendly and supportive team of around 50 staff
- Unparalleled CPD opportunities with The National College catered to your development needs
- Excellent opportunities to develop and grow in a successful and expanding Trust
- Fantastic children with a wonderful desire to learn
- Employee of the month scheme, winning shopping vouchers
- Fantastic staff benefits that make a difference to your work-life balance

## WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on:

<https://www.thesharedlearningtrust.org.uk/vacancies3/60982.html>

If you have any questions about the role or would like to visit the academy, please contact **HR Recruitment, Jay Powell on 01582 211 226** or [j.powell@thesharedlearningtrust.org.uk](mailto:j.powell@thesharedlearningtrust.org.uk)

If you decide to apply, you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to the trust. Please do not send a generic letter; we really are looking for someone who is prepared to respond to us as an individual trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.

## SAFEGUARDING

"We believe in the safeguarding and welfare of children and expect all staff to share this view."

The academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department of Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding.

Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.

## STAFF TESTIMONIAL

*"Working at The Rushmere Park Academy means working alongside a team of caring and committed fellow professionals.*

*The time and hard work that all members of staff invest into the school generates a significant impact on the progress that the children make. I have gained an immense amount of pride and satisfaction thinking about the part I have played in this. I am looking forward with relish to the next chapter in the school's life as it changes into Rushmere Park Academy."*

**Helen Hoare – Class Teacher**



# OUR LEADERSHIP

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Dear Applicant,

Hello and welcome to The Rushmere Park Academy.

We are a thriving, friendly lower school and nursery at the heart of Leighton Buzzard, welcoming children from across the town. The school boasts a generously sized site with extensive grounds and two halls.

At The Rushmere Park Academy, you will be joining a friendly, ambitious team, committed to giving our children the very best start to their education.

As an academy within The Shared Learning Trust, our children and staff are supported to strive, achieve and believe as we work closely with families and community partners, offering a positive and nurturing environment in which to work and learn.

Kind regards,  
Mr Jonathan Callender  
Head of School

Firstly, let me start by thanking you for taking the time to read our information pack and allowing us the opportunity to tell you more about The Shared Learning Trust.

I first began working for The Shared Learning Trust as principal of The Stockwood Park Academy in 2009. Since then, the trust has grown from strength to strength, employing some 500 fantastic staff members who serve over 4000 children within our communities. It is my privilege to be CEO of our family of schools and work with each head of school to ensure the best possible education in their own academy.

Our ethos is simple; to build a collaborative partnership of academies and schools that will provide exceptional educational provisions, both in and outside the classroom for all our children. Our academies ensure students are supported, monitored and encouraged, ensuring that their learning experience will be challenging, rewarding and memorable. Students enjoy their time at our academies and give back to the wider community. They are role models and young leaders, who contribute to collegiate ethos with maturity.

## **We aim to recruit staff who:**

- Are excited by their role and by the prospect of working with young people, even those who are less motivated
- Love the processes of learning and teaching and are keen to continually develop their own skills
- Recognise that teaching can be a demanding job and are able to react positively to those demands
- Will subscribe to the ethos of the trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people
- See break duty as an opportunity to talk to children
- Are quick to praise and slow to criticise and are not afraid to admit to seeing themselves as potential leaders of the future

I am conscious that this may be your first contact with our trust and first impressions are very important. I hope what you have read, coupled with anything else you discover about us, inspires you to apply for this post.

With best wishes, Cathy



Cathy Barr,  
CEO





# ABOUT THE RUSHMERE PARK ACADEMY

## **Achievement of Pupils: 'GOOD'**

The school has adopted well-structured programmes for teaching reading, writing and mathematics in small groups, and this helps pupils to make good progress. Work is well tailored to their needs.

## **Quality of Teaching: 'GOOD'**

No pupil is held back from reaching their potential, as in every group the work is sufficiently demanding for them.

## **Behavior and Safety of Pupils: 'GOOD'**

The behaviour of pupils is good. They have positive attitudes to learning and work hard. Pupils speak with enthusiasm about their educational experiences. They are polite and considerate of one another.

## **Leadership and Management: 'GOOD'**

Much of their success is down to rigorous checks on the quality of teaching, careful tracking of pupils' progress, and high quality training for staff. Effective action is then taken to address any issues that are identified. Teaching staff are very positive about the way their skills are developed and how they are encouraged to take on new responsibilities.



# VISION & VALUES



## 'STRIVE, ACHIEVE, BELIEVE'

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve more than they ever thought possible. At The Shared Learning Trust, we will provide exceptional opportunities for all to be aspirational and develop a passion and excitement for learning! We will ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well-rounded, self-respecting people. Our commitment to this vision can be demonstrated by our behaviours:

### STRIVE

We will:

- Provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be
- Continue to work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff
- Have a Cross-Trust focus on high achievement and standards, where children are supported to meet ambitious targets
- Focus on the development of all our staff through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression

### ACHIEVE

We will:

- Aspire to provide exceptional lessons and learning opportunities, incorporating effective use of new technologies, enabling our learners to be successful and innovative
- Share strong trust approaches to our key issues, e.g. teaching, assessment, attendance and curriculum development
- Offer an interesting yet challenging curriculum in each of our academies
- By our all-through education, guarantee excellent 2-19 provision, with clear progression routes for all
- Continue to expect good behaviour and conduct at all times, allowing all to make progress and achieve excellence
- Place emphasis on collaboration with partners outside of our trust to maximise opportunities for all in our trust

### BELIEVE

We will:

- Enable all of our learners to develop and flourish, through close working and regular communication with our families and local community
- Care for our families beyond the school day, supporting the development of high self-esteem and belief
- Ensure that every child in our trust reaches their full potential by providing exciting opportunities both inside and outside of the classroom
- Promote can-do attitudes and resilience across the trust that develop belief and high expectation



# STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. Ranging from an extensive **Wellbeing package**, to free tea and coffee, you can be reassured that we have your best interests at heart.



Staff social events, including 5-a-side football and BBQs



Free eye test vouchers for all staff members



Free, onsite car parking at all academies



Reduced gym membership



Cycle to work scheme



Free tea & coffee plus a reusable Bamboo coffee cup for new starters



Support for all staff with an experienced licensed counsellor



Enhanced pension employer's contribution & death in service payment



Support with relocation, including a range of information and contacts



Online delivery drop off service, including Amazon deliveries



Refer a friend £500 bonus scheme

## CAREER PROGRESSION

Offering all our colleagues the opportunity to progress and flourish within their careers is paramount at The Shared Learning Trust.

To continue our support for all members of our staff community, we have partnered with the Teacher Development Trust, offering our colleagues the opportunity to further their professional development by studying for specialist NPQs which are all completely funded.

We also offer CPD through The National College, offering a huge variety of CPD courses to all staff.



All colleagues have access to Perkbox, our Employee Benefits Programme, offering them a huge range of perks from vouchers, to free hot drinks or sausage rolls, from online gym classes to free online movies and a substantial **wellbeing package**.

When it's your birthday, you can also choose from a wide range of birthday boxes, complimentary of us!



Perkbox also provides access to 24/7 access to GP appointments, confidential support and guidance through our Employee Assistance Programme.

Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a **wellbeing portal**, full of resources and videos.

# RECRUITMENT BOOKLET



The Shared Learning Trust

THE RUSHMERE  
PARK ACADEMY



SEE MORE AT

[WWW.THESHAREDLEARNINGTRUST.ORG.UK](http://WWW.THESHAREDLEARNINGTRUST.ORG.UK)



The Shared Learning Trust  
**THE RUSHMERE  
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## Deputy Head Teacher

The Rushmere Park Academy is on an exciting journey. As a small, single form entry lower school, we are looking to expand and develop. We therefore have a new opportunity for a Deputy Headteacher to join our dynamic team! This is a fantastic chance for an experienced and aspirational primary phase teacher who has the proven ability to move into senior leadership.

Here at The Rushmere Park Academy, we are passionate about inspiring young minds and ensuring that in everything we do, we are making a positive impact on our pupils' lives. We are looking to recruit a Deputy Headteacher that will take a major role in formulating the aims and objectives of the school.

The Rushmere Park Academy is a happy, aspiring and thriving single form entry lower school and nursery at the heart of the local community. The school is part of The Shared Learning Trust with two other primary schools and two secondary schools across Central Bedfordshire. In addition to the main building, the school manages the Kingfisher Unit, a specialist resource provision for children with autistic spectrum condition who are able to integrate into the mainstream school.

Mr Callender, Head of School, welcomes visits to the academy from prospective candidates.

Please contact the school office on 01525 372096 to book.

### **The successful candidate will be:**

- Enthusiastic, motivated and committed to supporting the Head of School in the furtherance of the school's vision and aims.
- Willing to go the extra mile to make great things happen for our children.
- An experienced, engaging and excellent classroom practitioner with a thorough knowledge of the primary curriculum, subject leadership and assessment
- Able to build on existing good practice, furthering staff development and improving standards through effective monitoring, evaluation and coaching.
- Able to manage change effectively
- Flexible, organised and effective in managing the smooth day-to-day operations of a school and staff team.
- A strong team player who leads by example.
- Rigorous in managing safeguarding concerns and ensuring all children are kept safe.
- A clear communicator who fosters positive working relationships with children, staff and parents.
- Hardworking, practical and resilient
- Able to keep things in perspective with a good sense of humour.

### **Job specifics**

**START DATE:** September 2023

**SALARY:** Leadership L1-L5 £44,305 - £48,895

**CONTRACT:** Full time, Permanent, 3 days teaching/ 2 days out of class office time.



## **Job Description**

The Deputy Head Teacher at The Rushmere Park Academy supports the Head of School with the day-to-day management of the academy as well as taking a lead role in the strategic direction of the school. The Deputy Head Teacher will be required to deputise and assume full responsibility for the school in the absence of the Head of School.

As a member of the Senior Leadership Team, the Deputy Head Teacher will play a major role in formulating the culture, vision, aims and objectives of the school. They will monitor the delivery of a broad and well sequenced curriculum, ensuring a high quality of education for all pupils.

The Deputy Headteacher has a three-day teaching commitment at school with two days out of class.

The Deputy Headteacher is accountable to the Head of School.

## **Roles and Responsibilities**

In addition to the professional duties as given in the current School Teachers' Pay and Conditions Document, the Deputy Headteacher will have the following specific roles and responsibilities:

- To contribute to self-evaluation, development planning and review processes in order to drive high standards and to further develop excellent practice across the school.
- To be a class teacher with a 3-day teaching commitment.
- To lead on teaching and learning throughout the school including the planning of the curriculum.
- To provide information and produce reports as required
- To be Designated Safeguarding Lead, working in coordination with a deputy DSL.
- To support staff appraisal as an appraiser for some staff.
- To manage staffing at the school on a daily basis.
- To liaise with the SENDCo in order to support pupils with SEN, including those that will integrate from our SRP.
- To compile overviews and manage agendas for weekly staff meetings
- To support the Headteacher in the day-to-day management of the school including weekly and long-term timetabling.
- To undertake any other duties of a similar responsibility level as required.

## **Personal qualities**

- Ability to direct and co-ordinate the work of others, motivating, inspiring, and supporting staff
- Ability to set high standards and act as a positive role model, leading by example
- Has self-belief, senses opportunities, and takes the initiative in moving things forward in a positive way
- Communicates effectively both orally and in writing with pupils and adult
- Skilled at leading high-quality professional learning and development and staff meetings
- Approachable, caring and kind
- Ability to work under pressure, has a sense of humour and appropriate work/life balance
- Establishes and maintains constructive and open relationships with parents, staff, trustees and the local community
- Possesses a strong set of values and beliefs and shows awareness of how these fit in with the values of the trust



## Person Specification

	Essential	Desirable
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS		
Teaching Qualification/QTS	X	
Professional development in preparation for a leadership role	X	
Degree or equivalent	X	
EXPERIENCE		
Experience as a successful middle/senior leader within a primary school	X	
Experience of leading, coaching and motivating staff	X	
Successful experience teaching throughout the primary phase as an excellent class teacher	X	
Experience of having led, or significantly contributed to, the success of a school through teaching and leadership	X	
Demonstrable experience of strong organisational skills	X	
Line management experience	X	
Experience of working with and reporting to Governors/Directors		X
A proven track record of outstanding teaching and learning	X	
Proven track record of leading whole school improvement as SLT member and/or subject leader	X	
Experience of mentoring unqualified and newly qualified teachers		X
A sound awareness of the Ofsted framework	X	
SKILLS/KNOWLEDGE/ABILITIES		
Proven understanding and experience of school improvement processes and school self-evaluation	X	
Proven skills in people management	X	
The ability to motivate staff and children to high levels of achievement.	X	
High level of interpersonal skills with the ability to work and develop relationships all key stakeholders.	X	
Outstanding knowledge of high-quality teaching and learning in all curriculum areas for both Key Stages	X	
An understanding of and commitment to equalities, safeguarding and health and safety.	X	
The ability to be innovative, versatile and flexible and to work outside of established norms, including being responsive to changing needs, arising situations and	X	



opportunities.		
A commitment to ensuring excellence in teaching and learning and to promoting a culture of continuous monitoring and effective use of data.	X	
Strong team-working skills and a commitment to collegiate working.	X	
Strong organisational and planning skills with the ability to manage competing demands effectively.	X	
Understanding of school finances and financial management		X
Data analysis skills, and the ability to use data to set targets and identify weaknesses	X	
An up to date knowledge of the National Curriculum and other primary strategies	X	
<b>PERSONAL QUALITIES</b>		
A commitment to getting the best outcomes for all pupils and promoting the aims and values of the school and of The Shared Learning Trust.	X	
Thorough understanding of safeguarding and actively keeping children and staff safe in school.	X	
Ability to work under pressure and prioritise effectively	X	
Commitment to maintaining confidentiality at all times and to safeguarding and equality	X	
A commitment to own and others professional development.	X	
A commitment to maintaining the highest professional standards at all times.	X	

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head of School.