



Arundel Court Primary Academy & Nursery

Deputy Headteacher
Candidate Information pack



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**IF YOU REQUIRE THIS INFORMATION IN AN ALTERNATIVE
FORMAT PLEASE CONTACT US**

A letter from Jennese Alozie, Chief Executive Officer

Welcome and thank you for your interest in becoming a Trust Deputy Headteacher for Arundel Court Primary Academy. This is an incredible opportunity to join our Trust at this key point in its journey. Arundel Court is strong primary school that has played a leading role in the development of a high quality of education for children and young people at the Academy and within the wider community.

Arundel Court Primary Academy is a member of the University of Chichester (Multi) Academy Trust, and collectively we share a strong belief that education is the key to transforming lives and accessing social mobility. As a Trust we passionately believe in a collaborative approach, encouraging all our Deputy Headteachers to share their experience and become an integral part of the Senior Leadership Team.

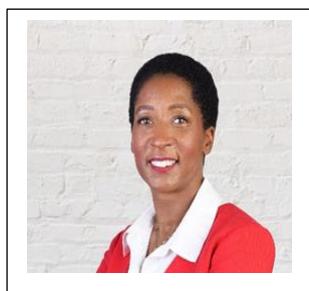
Arundel Court Primary Academy is a very inclusive school. It is a larger than average primary school with three form entry, and also has a vibrant Nursery and Inclusion Centre. This is a particularly exciting time to join Arundel Court Primary Academy, as it continues to expand to meet the needs of the local community.

When visiting the Academy, you will see an exciting, collaborative culture, where pupils want to achieve their best, talk confidently about their learning and feel their teachers support their aspirations. Arundel Court has implemented a strong Teaching and Learning Policy, which underpins their approach and was created with contributions from the children, staff, parents and governors, and this contributes to the Academy's Journey to Excellence programme that sets out how the Academy will make a real and sustained impact.

If you believe you have the ambition, passion, skills and expertise to make a significant contribution to Arundel Court Primary Academy, its community and the Trust, have a student-centred approach to learning and teaching, share our values and would like to join our innovative and dynamic educational family, we would love to hear from you.

I hope this information pack will provide you with an insight to Arundel Court Primary Academy and the Trust, if you are interested to learn more we would invite you to visit the Academy and we would be pleased to answer any questions you may have.

Jennese Alozie
Chief Executive Officer



“ The Trust's vision to inspire young people, raise aspirations and transform life chances is shared by the school leaders and governors. Strong and effective relationships exist between trustees, the trust's officers, governors and headteachers. ”

Ofsted Review of the Trust

Arundel Court Primary Academy - Welcome from Ruth Worswick, Headteacher

Thank you for showing an interest in our school.

Located in the heart of Portsmouth, Arundel Court Primary Academy and Nursery is three form entry and has a vibrant Nursery and Inclusion Centre. The Academy is proud of its values and caring ethos which encourages and supports all children to achieve their full potential; inclusion is at the heart of all we do.

We are actively seeking a new Deputy Headteacher from September 2024.

We offer you a skilled, hardworking and dedicated staff team willing to offer support and expertise to develop your own practice, as well as excited to learn from you. You will be a strong and confident teacher and an enthusiastic team player with high expectations of children's achievement and behaviour.

You will have experience of leading and bringing about successful school improvement and the presence to inspire confidence, enabling others to feel empowered and motivated to achieve well. You will possess excellent people skills and in doing so can both lead by example and take the lead on curriculum innovation.

Our new Deputy Headteacher will need to have a high level of commitment to the entire school community and to developing and sustaining excellence in learning and teaching. You must also have an ability to foster an open, innovative culture, which will have a real and positive impact on the lives of the pupils and the community.

If successful you will be an integral member of the senior leadership team who is expected to actively contribute to school development and enable a provision of outstanding learning opportunities that embraces the richness of diversity with high aspirations for all.

This role is primarily a non-classroom based role, however there will be an expectation to teach classes or groups across all three key stages and the Inclusion Centre.

Arundel Court Primary Academy and Nursery is part of the University of Chichester Academy Trust family, with the ethos of the school underlying a shared belief, where every child matters and every day is a day for learning and making progress. Joining the Trust, you will find a wealth of opportunity to develop and work in a collaborative environment, networking with colleagues across the Trust, to share best practice and ideas for the benefit of all.

If you have the passion to make a real and positive impact on the lives of our children, and to help enrich our curriculum, I would be delighted to hear from you to arrange an informal discussion and tour of the school.

Ruth Worswick
Headteacher



Message from Charlotte Hetherington (Revd), Chair LGB

Arundel Court Primary Academy holds a very important place in the hearts of families living in Landport. The Academy has earned the trust of local people by a constant striving to do the very best for their children, to provide a safe haven and an inclusive and enriching curriculum for all to flourish.

The Academy holds a very important place in my heart too, and over the years that I have been Chair of Governors it has been my privilege to encounter so many dedicated teachers and support staff giving of their very best for the children in their care, and to see what great benefit there has been in becoming part of the Trust.

There are many challenges ahead as we settle into a period of growth as an Academy, and as the new inclusion provision, the Nest, expands to three classes. There is a very strong drive, led by the Senior Leadership Team, both to raise levels of attainment by ensuring consistently high-quality teaching across the school and to ensure that all the systems within the school are upgraded and of a very high standard.

The strengthening of teams within the school is a big part of that - so this is an exciting time to join the Senior Leadership Team as a Deputy Headteacher.

Charlotte Hetherington
Chair of the Local Governing Body



University of Chichester Multi-Academy Trust

The University of Chichester Academy Trust ('the Trust') is uniquely placed to make a difference to the local education landscape. Schools who join our Trust do so because they wish to work with like-minded schools who have a shared passion for pupil centred learning, and a desire to work together for the benefit of the wider community that we serve. The Trust is a member of the Confederation of School Trusts and The Queen Street Group.

The Trust has 15 academies in its education family, based in Hampshire, Portsmouth and West Sussex, and a SCITT. Although we share the same vision and values, each of our academies have their own identity which defines them within their local community. The Trust is strongly committed to valuing the uniqueness of each school and governance, through local governing bodies. We offer:

Co-Leadership Approach

The Headteachers and Deputy Headteachers of our academies all lead their own schools and contribute to the wider leadership of the Trust. Our Headteachers have a key role in driving the policies and procedures of the Trust and in leading areas of strategy and projects across our academies.

A shared Vision:

For all young people to be inspired by an excellent education that raises their aspirations and enriches their lives.

A shared Mission:

To create a vibrant, inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning.

Achieve More, Challenge Thinking, Shape Futures

The collective strategic priorities of the Trust are outlined below. The Trust's Education Development Team have developed a programme, with the University of Chichester, to support all teachers, ensuring evidence-informed practice and professional enquiry promote and meet the strategic priorities.

Learning and Society

Ensure our curriculum offer allows all of our pupils to achieve more and identify with their school community and society as they journey through each of our schools and work closely with our University sponsor.

Strategic Leadership

Develop the leadership capacity and impact of our staff so that they are professionally developed in line with our Trust ambitions and their professional learning pathway.

Collective Responsibility

Invest in and support our staff so that they collaborate to strategically raise the standards all pupils reach and embed evidence-based practices that have an impact on pupils' learning and identity.

Trust Identity

Ensure our Trust identity and narrative, including our Equality, Diversity and Inclusion commitment, is known to our communities within and outside of the Trust, so that they see, help shape and benefit from being part of the University of Chichester Academy Trust.

What We Offer You

To your career

- A strong commitment and support for your personal leadership journey
- Opportunities for shared learning and collaboration across the Trust and the wider network
- Extensive professional and personal development opportunities
- To help shape the future of successful and innovative schools.

To be part of something bigger

- A system leader on the local and regional stage
- A strong and supportive governing body
- The opportunity to be part of the School Leadership Teams, who are passionate and committed to a shared set of values to make a difference as we drive improvement in a changing world
- A collaborative Trust which inspires innovation and a network of Business Managers that can influence and shape the strategy of the wider Trust.

To make a difference

- To be part of a team that makes a real difference to the life chances of our children and young people
- Contributing to the creation of a culture and environment in which staff feel valued, are inspired and work in buildings which promote and enhance child progress and learning.

Other staff benefits

- Teachers' Pension Scheme
- The mental health and wellbeing of staff is of key importance and in addition to professional support we provide an extensive employee assistance provision, including 24/7 telephone helpline and counselling
- Lifestyle health and wellbeing programme
- Access to an extensive personal development programme
- Access to the University's vast Library resources and to the National College resource
- Employee Discounts platform, saving £££'s on a range of goods and services
- Gym Discount
- Eyecare Voucher Scheme
- Eligibility to join TOTUM (NUS Extra)
- Security of knowing you are joining an organisation whose sponsor has been promoting education for almost 180 years.

Job Profile

Job Title: Deputy Headteacher

Reports to: Headteacher, Arundel Court Primary Academy and Nursery

Location: Fyning Street, Portsmouth, PO1 1FG

Function of the post:

The Deputy Headteacher will support the Headteacher in providing strategic leadership and direction to ensure that the children get the best possible educational experience from Nursery to Year 6. With a shared belief in the vision and values of the University of Chichester Academy Trust you will ensure a child centred approach where teaching is consistently good or better. Fostering confidence, ambition and motivation in staff to promote and deliver a positive, exciting and relevant learning experience for pupils, the post holder will also engage and enthuse parents for the benefit of the pupils and School.

Principal Accountabilities:

To be responsible for the professional duties of the Headteacher in the event of their absence.

Work with the senior leadership team of Arundel Court Primary Academy to deliver a coherent learning journey/curriculum for all pupils from Early Years to Year Six.

Manage the collection and analysis of data on pupil performance, presenting data to teaching staff in a manner that enhances understanding and learning, and encourages action that will bring about improvement in standards.

Be a member of the Designated Safeguarding Lead Team, led by the Headteacher. Deputising as Designated Safeguarding Lead in the absence of the Headteacher.

To lead and manage the School's Continuing Professional Development Policy and procedures that will bring about tangible improvements for the benefit of the whole school.

- Lead on school self-evaluation in the quality of education, using a range of methods to monitor and assess the quality of teaching, effective use of resources, standards of learning and

the attainment and progression of pupils.

- Demonstrate excellent classroom practice and provide teaching.
- Responsible for leading and facilitating curriculum innovation and pioneering practices, playing a leading role in monitoring, reviewing and evaluating the curriculum to ensure that provision expectations and standards are high.
- Build and promote the engagement of networks for shared learning and effective community cohesion.
- Ensure cover supervision is effective and resources prioritised to support the needs of the children
- Oversee smooth and effective transitions of pupils between schools, nurseries and pre -schools liaising with appropriate parties as required.

University of Chichester Academy Trust:

The Trust's vision is "For all young people to be inspired by an excellent education that raises their aspirations and enriches their lives", and it is our mission "To create a vibrant, inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning..."

With a supportive and collaborative approach, it is expected our academies are actively engaged and contribute to the work of the Trust; have a shared vision and work within the requirements of the Trust whilst retaining and developing the academy's own identity.

National Standards of Excellence for Headteachers:

Act in accordance with the four 'Excellence as Standard' domains being: qualities and knowledge, pupils and staff, systems and process and the self-improving system detailed in the National standards of excellence for headteachers, January 2015.

Teachers' Standards (England)

Uphold principles of the Teachers Standards, ensuring all teachers perform at a level that is consistently good or better across the current Teachers' Standards (England).

Framework:

Professional responsibilities and duties should be undertaken in line with the contractual framework for teachers set out in the current School Teachers' Pay and Conditions document, the Academy's Scheme of Delegation and in line with statutory obligations and regulations that apply to academies within a multi-academy trust and or as directed by the University of Chichester Academy Trust.

The duties contained within this job profile should not be regarded as exclusive or exhaustive and you may undertake a range of other duties appropriate to the salary grade and in line with the context of your role. In consultation, the University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Equality and Inclusion:

The University of Chichester Academy Trust and the Academy believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Academy has a number of policies that you should ensure you are familiar with and compliant to. Any breaches may lead to termination of employment.

Right to Work:

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. Please advise if you require any guidance or further information.

Health and Safety:

You are responsible for ensuring that workplace responsibilities within the Section are carried out with full regard to, and in support of, the School's Health and Safety Policies.

Sustainability and Environment:

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of regional and local environmental issues. The University of Chichester Academy Trust will support the academy in continuously seeking to find ways to improve its environmental performance and all staff are required to support these aims.

Data Protection:

You will be responsible for conducting activities in compliance with the requirements of the Data Protection Act 2018 and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

Safer Recruitment:

The University of Chichester Academy Trust and School are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.homeoffice.gov.uk/dbs

Person Specification

Essential (E) requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable (D) requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Knowledge and Qualifications – Essential	Knowledge and Skills - Desirable	Evidenced through
Qualified Teacher with evidence of continual professional development or relevant accredited study appropriate to the post.	Relevant accredited study and/or professional development such as leadership and management training.	<ul style="list-style-type: none"> • Application • Documentary evidence • Interview
Current knowledge of the national curriculum and research, initiatives and technologies in child learning and development.		
Good understanding of assessment procedures including assessment for learning.		
Good understanding of the principles of equality and diversity that support a culture that embraces diversity within the classroom and community.		
Knowledge of, and training in health and safety and safeguarding legislation within the context of school compliance.		
Current knowledge of the new Education Inspection Framework.		
Skills - Essential	Skills – Desirable	Evidenced through
A skilful communicator with strong, interpersonal and presentation skills, both verbal and written, which naturally adapts to a diverse audience, e.g. governors, parents and carers, staff, pupils and the wider community on a wide range of issues to provide clarity of vision, influence and direct or challenge others.		<ul style="list-style-type: none"> • Application • Interview activities • References
ICT skills that enables efficient and effective administration, supports the work of the school and enhances pupil learning in the classroom.		
Evidence of leadership and team qualities that contribute to an effective and strong leadership team, with the ability to set and achieve challenging goals in a supportive environment. Identify and deliver change to a high level, which promotes organisational reflection and an enthusiasm and motivation for continued improvement and shared thinking.		
Skill set required to successfully extrapolate, analyse and report data to a diverse audience.		

Organisational, financial, budgetary, management and administration skills relevant to the effective delivery of the duties of the post to achieve the academy's educational goals and priorities.			
Excellent people skills, managing issues in a sensitive, supportive and appropriate manner to support the effective operation of the Academy.			
Networking skills that build a professional learning community and enable good practice to be shared for the benefit of the Academy and the Academy Trust.			
Experience - Essential	Experience – Desirable	Evidenced through	
An exemplary cross primary phase classroom practitioner who is leading in curriculum innovation, supporting and motivating colleagues to enhance teaching through good primary practice and shared thinking to enable successful school improvement with evidence of how this has a positive impact on pupils achieving their full potential. Able to demonstrate current teaching practice.	Experience of challenging, developing and supporting staff performance and management, conflict resolution and time management.	<ul style="list-style-type: none"> • Application • Interview activities • References 	
Supporting elements of whole school management in a similar or SLT role, including financial, budgetary and resource management and staff recruitment.	Experience of contributing to SEF.		
Experience of managing and using pupil attainment, tracking and interpreting data and moderating achievement.	Delivering successful in-house training. Experience of moderation.		
Proven track record of monitoring, evaluating and improving quality of learning and teaching, building effective strategies for academy self-evaluation and making effective use of ICT in learning	Previous Deputy Headship experience, ideally with the primary age range.		
Demonstrable evidence of being part of a successful team that delivers measurable improvement.	Experience as a school governor.		
Evidence of collaborating and building effective relationships with parents, carers and the wider community to enrich teaching and learning for the wellbeing of pupils.	Experience of collaborative working with multi-agencies for the benefit of the pupils.		
Evidence of strong behaviour management skills to support colleagues with the personal and social development of all pupils.	Experience in managing additional educational needs provision.		
	Experience of being inspected by OFSTED at a senior level.		
Personal Attributes - Essential	Person Attributes – Desirable		Evidenced through
Strong work ethic with a high level of commitment to the whole Academy community and a flexible approach.			<ul style="list-style-type: none"> • Interview activities
Commitment to equality that raises aspirations for all, challenges prejudice and assumptions and		<ul style="list-style-type: none"> • References 	

promotes integration, celebrating the diversity of multicultural Britain.		
Realistic, honest and efficient approach.		
An ability to foster an open, innovative, equitable culture, dealing with difficult decisions or situations in a timely manner, making reasoned judgements, conveying conclusions clearly, positively and sensitively		
Welcomes accountability to a wide range of groups, forms constructive relationships with all and understands the importance and value of engaging with parents, carers and the wider community.		
Committed to enabling the academic, spiritual, moral, social, emotional and cultural development of pupils, recognising and valuing the richness and diversity of pupils needs and the school communities.		
Commitment to excellence in learning and teaching, whilst recognising the importance of work-life balance for the well-being of self and others.		
Self-reflective and responsive to feedback from a range of sources that help to identify and inform future decision making.		
Positive attitude to change, with an adaptable and versatile approach.		
Enthusiastic, approachable and optimistic, with the presence to inspire confidence and trust, enabling others to feel empowered and motivated to achieve high goals.		
Develops and empowers individuals and teams that promotes collaboration, shared knowledge and understanding, where success is celebrated and individuals accept responsibility for outcomes.		

February 2024

Application Procedure

If you are interested in this post, you are warmly invited to visit our school, please contact Ruth Worswick, Headteacher rworswick@arundelcourt.com or telephone 02392 824 893 if you wish to arrange a school visit.

Applicants should **complete** an **Application Form** which can be downloaded from the Trust's website www.unicat.org.uk/find-job and return it by email to unicathr@chi.ac.uk.

The closing date is 9.00 a.m. on Tuesday 5th March 2024. The Assessment and Interview dates will be on Monday 18th March and Tuesday 19th March at Arundel Court.

If you have any queries, please contact the University of Chichester Central Team by emailing unicathr@chi.ac.uk.

University of Chichester Academy Trust
HR Department
Arran House
Bognor Regis Campus
Upper Bognor Road
Bognor Regis, PO21 1HR

T: 01243 793499

E: unicathr@chi.ac.uk

Statement in Support of Application

In addition to completing the Application form, please inform us in no more than 250 words how you believe you can add value to the School and the Academy Trust.

Application Form Completion

When completing the Application Form, please refer to the Job Profile and particularly the Person Specification in the context of the accountabilities.

You should provide examples which evidence how you believe your knowledge and qualifications, skills, experience and personal attributes, either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the Job Profile.

You may submit a separate sheet detailing your qualifications and previous employment.

All other information requested should be contained within the application form.

Selection Procedure

The shortlist will be completed shortly after the closing date and successful candidates will be invited to attend the Assessment Day on 18th and 19th March 2024.

Failure to send your expression of interest form to the above address may invalidate your application.

Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the HR Team immediately on the number above.