

CITY ACADEMY NORWICH

Candidate Recruitment Pack Deputy Headteacher

Closing Date | Thursday 13th October 2022 (Midday)

Interviews | Tuesday 18th October 2022

Start | 01 January 2023



A welcome from the 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 Sapiientia Education Trust in September 2022.

The Deputy Headteacher position at CAN is a great opportunity. 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 this September 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 post has arisen due to a restructure and is a new post. The school received an 'RI' from Ofsted in 2019, the latest monitoring report was positive, reporting that 'effective progress' was being made towards securing a 'good' judgment.

We are looking for the right person to lead 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 strong understand of curriculum intent and implementation and the use of data to raise outcomes for pupils.

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 an informal conversation about the role, please contact Jade on 01953 609000, ex 3497 or jade.obrien@se-trust.org and we will arrange a conversation with Jonathan Taylor, CEO or Jo Franklin, Headteacher

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

Best wishes

Jonathan Taylor – CEO



Background Information

Almost four years ago, Bohunt Education Trust (BET) began working in partnership with City Academy Norwich (CAN) to develop teaching and learning in the school. During this time, their work has resulted in significant and rapid improvements across all areas of CAN, benefiting students and staff alike. The BET team, together with CAN's governing board and leadership team believe it is essential that this journey of improvement and evolution continues. However, BET's geography has presented a challenge to the transition of CAN to their Trust and as such, over the last few months the BET team have helped CAN explore a long-term education partner to deliver the same high-quality support that has made such a difference to the school.

In consultation with the DfE, several MATs were approached, and we are delighted that Sapiientia Education Trust is the trust of choice - to build on the excellent work led by CAN and BET staff.

CAN is an 11-16 community school with 650 students. The roll is growing and the Year 7 intake in September 2022 will be at or close to the PAN of 150. CAN serves an urban catchment in Norwich and is in close proximity 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 has benefitted immensely from the support of the Bohunt Education Trust. (BET).

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

Our trust

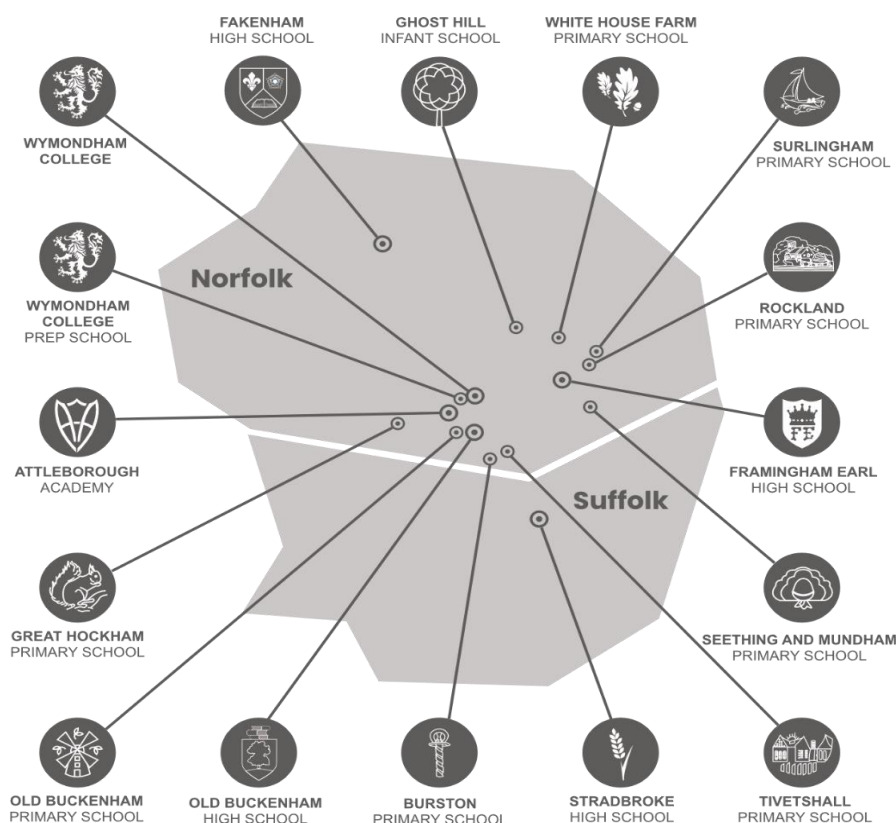
The Sapiientia Education Trust (SET) was established in 2016 with the purpose of bringing like-minded schools together to work in partnership to deliver world-class standards of education to young people in Norfolk and Suffolk. The term 'Sapiientia' comes from the motto of the founding school, Wymondham 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 Sapiientia Education Trust. Sapiientia has 16 schools – six secondaries and ten primaries - across Norfolk and Suffolk, with seven of its schools joining in the last three years. Sapiientia 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 Sapiientia 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 Sapiientia 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 Sapiientia's considerable achievement.'

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

"Leaders and the trust have created a 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 Primary – Dec 21)

"Leaders responsible for early years, English and mathematics have received effective support and training from the trust. Leaders are knowledgeable, enthusiastic, and clear about what needs to be done next for standards to continue to rise" (Old Buckenham Primary – Feb 2019)



Job description

Deputy Headteacher

City Academy Norwich (CAN) wishes to appoint an inspiring Deputy Headteacher to lead Curriculum and Achievement across the Academy. Reporting to the Headteacher in their role as Deputy Headteacher, the post-holder will work closely with the AHT Teaching and Learning and Leaders of Department to plan and develop the whole school curriculum and review and enhance the assessment policy and processes. In addition, the post-holder will work with departmental areas and Progress Leaders to raise achievement and improve outcomes for our students. As a school serving a community facing high levels of socio-economic deprivation, the successful candidate will need to demonstrate an understanding of the impact of wider contextual factors on student outcomes, and be able to offer strategies to remove potential barriers to progress and engage students and their families in their learning.

The successful candidate will abide by the Code of Conduct for Staff and Volunteers at City Academy Norwich. Flexibility and resilience are prerequisites of this post together with discretion and diplomacy.

City Academy Norwich is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities – Whole Academy

- To deputise for the Headteacher in their absence;
- To line manage the AHT Teaching and Learning and identified Leaders of Department
- To be responsible for the development and implementation of the curriculum strategy and rationale in all key stages;
- To ensure that the curriculum complies with Government and exam board regulations and DfE measured outcomes in all key stages;
- To ensure the curriculum meets the needs of all students regardless of their Prior Attainment and is adapted where and when necessary; ensuring coherent curriculum intent
- To evaluate the qualitative and quantitative impact of the curriculum, particularly in relation to areas highlighted in the SEF and AIP;
- To liaise with the DHT Behaviour and Welfare and AHT SENDCO around adapted curricular.
- To lead CPD for all staff in relation to curriculum in order that good practice is embedded throughout the academy;
- To work with trust support to implement a financially efficient and effective curriculum.

Whole Academy Attainment and Achievement

- To hold Leaders of Department to account over progress and attainment;
- To monitor achievement data, challenge and signpost support for Leaders of Department and Progress Leaders as appropriate;
- To be responsible for assessment throughout the academy and ensure the academy policy is adhered to, and that staff are actively involved in its development and evaluation;
- To lead CPD for all staff in relation to assessment in order that good practice is embedded throughout the academy and marking is valued by staff and students alike;
- To report to Trustees on attainment and ensure data is valid and reliable for all aspects of monitoring and quality assurance;
- To be responsible for driving progress at key stage 3 through the Leaders of Department;
- To highlight and celebrate good practice and be rigorous in dealing with under performance;
- To coordinate Raising Achievement meetings
- To develop and implement strategies for monitoring, evaluating and further improving student progress; including co-ordinating intervention strategies
- To evaluate and measure impact with refinement of strategies as required;
- To lead, monitor and evaluate reporting to parents in line with the academy reporting calendar;
- To ensure the reporting policy is compliant, updated on a regular basis and amended as necessary.

Examinations

- To manage the internal examinations schedule to promote rigorous assessment;
- To line manage the Data and Exams Manager in the planning, delivery and facilitation of internal and external examinations;
- To support the Data and Examinations Manager in the recruitment of invigilators and other staff.

Data

- To ensure that all data returns are completed on time and are compliant with DfE and Sapientia requirements and expectations;
- To lead, support and hold to account the Data and Exams Manager;
- To analyse whole academy data and benchmark against Trust and national data to support academy improvement at all levels;
- To liaise with SLT and the Sapientia Education Trust in the effective use of data
- To train staff on the use of data, including MIS and relevant software

Pupil Premium

- To oversee the Academy's pupil premium strategy and produce the annual pupil premium report
- To work with Leaders of Department and Progress Leaders to reduce the gap in outcomes between pupil premium and non-pupil premium students



Personal Qualities

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

- 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

CAN expects its Deputy Headteacher to have the following professional competences:

- 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 and SEND provision
- Have a keen understanding of data and be able to analyse patterns in performance over time
- 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
- Have a good working knowledge of EHCP statutory requirements as well as experience of working with multi-agencies making referrals when necessary (EP, SALT etc).
- 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

Terms and Conditions

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

Remuneration

L17-21 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

Application will be considered upon receipt.

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 katie.bloomfield@cityacademynorwich.org





Sapientia

EDUCATION TRUST

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