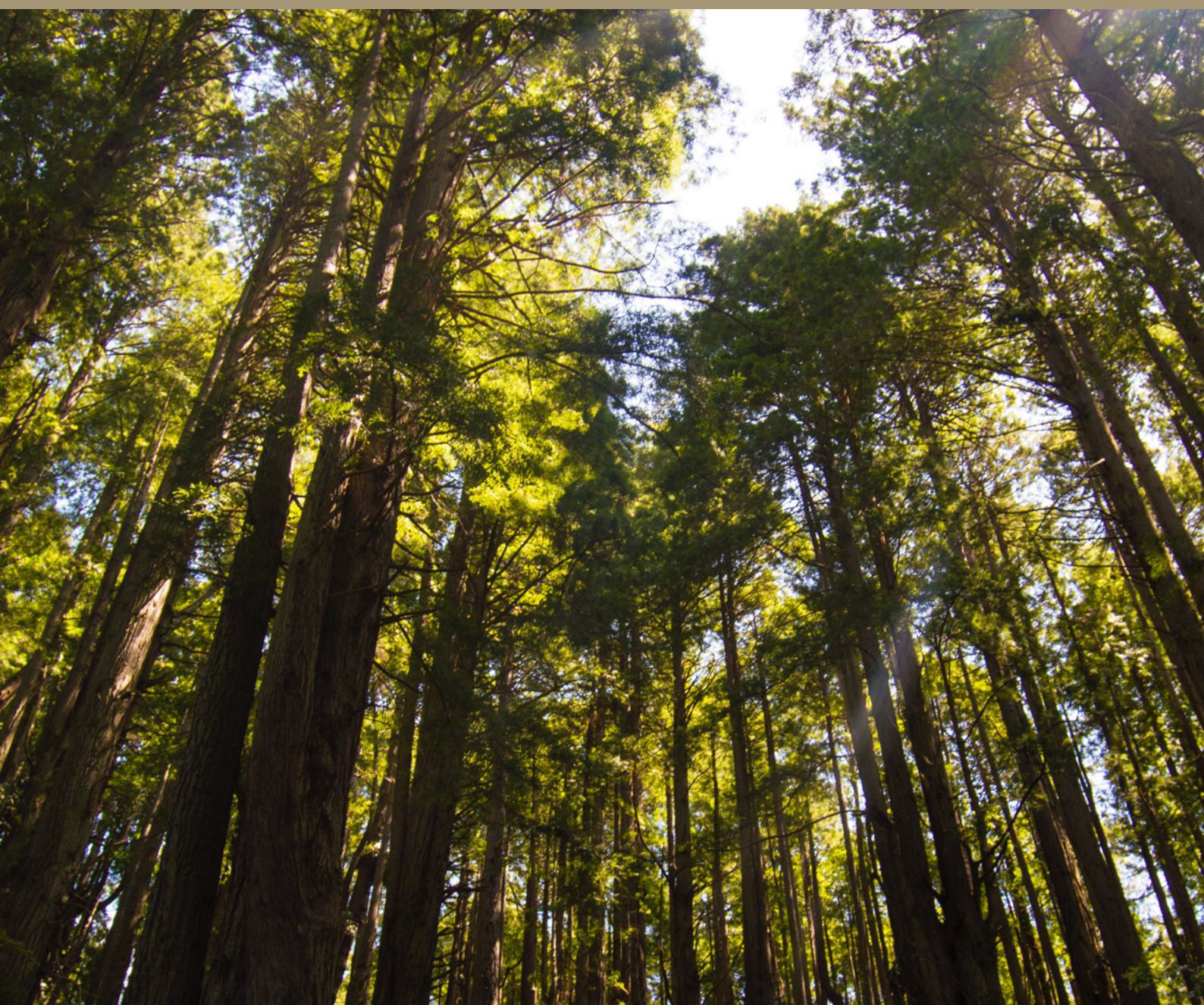




academies for character and excellence

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## Recruitment Pack | **Deputy Headteacher**



♥ Community ♥ Collaboration ♥ Equity ♥ Uncompromising Excellence ♥ Integrity



# Recruitment Pack | **Welcome**



**Welcome from Cheryl Weyman, CEO**

**The Academies for Character and Excellence**

Dear Applicant,

Thank you for your interest in joining The Academies for Character and Excellence. I hope that the information provided will interest you and help with the application process.

So, what are we looking for?

Firstly, we wish to appoint positive people who want to make a difference. Being a leader within our Trust means understanding the importance of the softer skills of leadership such as the ability to communicate well, collaborate and influence a range of internal and external stakeholders. Our leaders are achievement-focused, with a strong belief in collaboration. You will be passionate and highly driven and will have the opportunity to play a significant role in the next exciting phase of the Trust's development.

We wish to appoint people who understand and believe in our guiding principles and values. If successful, you will be joining our Trust at an integral time of growth and your involvement with these key projects will bring its own personal rewards.

Simply, we are uncompromising in our desire to grow an exceptional Trust. It is a privilege to lead the ACE Trust where learners are at the heart of all we do.

I hope that this introductory letter and information pack provides a sense of our culture and ethos as well as our direction of travel. I am excited to receive your application.

*Cheryl Weyman*

**Cheryl Weyman, CEO and National Leader of Education**



# Recruitment Pack | About Us



We work together in collaborative partnerships to achieve excellence through cultivating character, sharing talents and pursuing innovation.

## Our Schools & Pre-Schools



[Click here to visit the ACE website where you can access the websites of individual schools](#)

## Our Mission

Achieving excellence through cultivating character, sharing talents and pursuing innovation

Core to our offer is a better life experience for everyone in the Trust – staff, children, families and community. Pursuit of excellence remains central to the ethos and culture of all schools within the Trust. We see it as our obligation to be a self-improving organisation.

## Our Values

- Community
- Collaboration
- Equity
- Uncompromising Excellence
- Integrity



Simply, our vision is to be an Exceptional Trust



## Who are we?

The Academies for Character and Excellence is a charitable Trust with a mission of Achieving Excellence through Cultivating Character, Sharing Talents and Pursuing Innovation. Our Trust is an exciting and diverse mix of Church of England and Community Schools within Torbay, Devon and Somerset. We are growing a family of schools that prioritises working together in collaborative partnerships which are mutually supportive and share great practice. We truly value the distinctive character of our schools and believe they should be rooted in the communities which they serve.

Our commitment to Character Education is at the heart of our work across the Trust. We are uncompromising in our belief that every child fulfils their academic potential whilst also flourishing in and at life. Relationships are central to the way we work together and we are proud to work with colleagues who are passionate about making a positive difference to our children and families.

## Our ACE Culture

Our ACE culture is defined by four guiding principles:

- Our values are valued
- Our staff are our most important resource
- Everything we do is ultimately about the children
- Simply what we want is to be the best we can be

## Our Commitment to You

### Community

**ACE is a community of learners dedicated to achieving our common mission. You are our most valued asset.**

We will give you dedicated time to have your own talents developed through working with a wider team of professionals and experts.

### Collaboration

**ACE works in collaborative partnerships to achieve the extraordinary.**

**You are a vital part of our amazing team.**

We will provide a strong supportive network of teams to help you progress and inspire you to go beyond whatever you could do on your own.



## Equity

**ACE recognises that each individual has the right to be appreciated for the added value they bring to the Trust.**

We will give you the right opportunities to grow and flourish in all aspects of your wellbeing, no matter what role you have in the organisation.

## Uncompromising Excellence

**ACE is about excellence in all that we do. We can't do it for you but we can help you do it for yourself.**

You will have access to membership of Trust-wide groups who ask the same question: *What if...?* Research and development is part of our core offer to you.

## Integrity

**We do what we say we will do. If the gloves don't fit then we don't wear them. Our mission and values are both the light that guides us and the standards against which we measure our successes.**

We will make a commitment that as a valued member of staff we will not stand in front of or behind you; instead, we will stand side by side looking ahead at what opportunities are yet to come.

## Your Contribution to the Trust

### Community

**ACE is about being part of a community of learners dedicated to providing the very best for everybody.**

You use your own skills, knowledge and experience to help others thrive. Your willingness to go the extra mile for others is obvious and apparent in all you do.

### Collaboration

**ACE is a collaborative Trust where sharing talents results in innovation and improvement which ensures we can all be great together.**

You will share your time, enthusiasm, knowledge and resources with others. You recognise that your achievements are always reliant on others, and you will celebrate successes together.



## Equity

**ACE is about equality, equity and inclusivity for all. Your importance to the Trust is never underestimated.**

You know that equity is understanding and valuing each other as individuals, no matter what the differences are. You demonstrate this through treating everyone with dignity, respect and care.

## Uncompromising Excellence

**ACE is about excellence, but for us, this is a habit not a destination.**

You have high standards, expectations and a drive to be the best you can be. Today's outcomes will be brilliant but tomorrow's even better.

## Integrity

**ACE is about an unrelenting desire to work towards achieving our mission. We don't do something if it's not the right thing to do. We are the advocates for our children and we never forget that.**

You do the right things and you do them right. Your decisions and actions are aligned to our vision and values and that's what guides you.

## How will we Develop your Talent?

We believe that everyone has a right to have their own talents recognised and developed. It is far more than just an organisational offer as it aligns us with our values of equity and uncompromising excellence.

Our Talent Management identification programme allows us to recognise talent from an early stage. We understand that not everyone wants to follow traditional hierarchical routes for promotion, and as a result we offer a wide variety of professional development opportunities that allow individuals to progress in areas which they find their talents and passions are best suited to.

### We do this in a number of ways including:

- Provision of a bespoke coaching programme
- A Talent Management central team
- Clear routes of progression across the Trust
- Collaborative working opportunities
- Network of Teams
- In-house Leadership training and development
- Opportunities to impact across the Trust
- Individual personal learning plans

# Recruitment Pack | Deputy Headteacher



<b>Job Title:</b>	Deputy Headteacher – Collaton C.of E. Primary School
<b>Reporting to:</b>	Headteacher
<b>Salary Grade:</b>	L3 – L8
<b>Actual Salary:</b>	£49,574 – £56,082
<b>Closing Date:</b>	Friday 1st March 2024
<b>Start:</b>	1st September 2024 (or earlier)
<b>Interview dates:</b>	Week commencing 18th March 2024





# Job Description | Deputy Headteacher

<b>Primary School</b>	Collaton C.of E. Primary School
<b>Banding</b>	L3 – L8
<b>Starting Scale</b>	Dependent on experience
<b>Teaching Commitment</b>	One afternoon PPA and one afternoon leadership time. Teaching commitment is in KS2 for the remainder of the week.

A deputy headteacher's job description adheres to the conditions laid down in the School Teachers' Pay and Conditions Document (STPCD) and for Church schools the Diocesan guidelines. In addition to this, deputy headteachers undertake to develop children and staff using their understanding and knowledge of their professional qualifications, skills, qualities and where appropriate their faith.

All members of the team employed by The Academies for Character and Excellence support and promote the Trust's mission and vision and promote character education, which is a values-led approach. Our Trust values and ethos enable us to fulfil our mission of transformation through making a positive difference to ourselves, others and the world around us.

## Main Purpose

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Formulating the aims and objectives of the school/ Trust
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the Trust's aims and objectives

If the headteacher is absent, the deputy headteacher will deputise.

The deputy headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document.

## Duties and Responsibilities

Under the direction of the headteacher:

- Support with the day-to-day management of the school
- Communicate the school and Trust vision compellingly and support strategic leadership



# Job Description | **Deputy Headteacher**

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the Trust's context
- Seek training and continuing professional development to meet own needs

## **Pupils and Staff**

Under the direction of the headteacher:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice

## **Systems and Processes**

Under the direction of the headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the local governing body and strategic board, as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

# Job Description | **Deputy Headteacher**

## **The Self-improving School System**

Under the direction of the headteacher:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

## **Behaviour and Safety**

- Establish a safe, purposeful and stimulating environment for pupils, which is rooted in mutual respect, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils and staff alike
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns by following school protocol/procedures

## **Relationships with Parents and the Wider Community**

- Actively seek opportunities to develop effective relationships with the community to extend the curriculum and to enhance teaching and learning
- Create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development
- Ensure that parents, pupils and staff are well-informed about all relevant matters



# Job Description | **Deputy Headteacher**

## **Whole-school Commitment**

- To demonstrate a commitment to the full life of the school and to work with all members of the team to ensure the success of the whole school and the Trust
  - To be supportive of the school's and Trust's extra-curricular activities
  - To take an active part in the school and Trust's involvement with the wider community
  - To ensure the children's safety at all times
  - Ensure the Trust values are embedded in your working practices
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# Person Specification | Deputy Headteacher

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b> Evidenced in: • Application form	<ul style="list-style-type: none"> <li>• Degree</li> <li>• Qualified Teacher Status</li> </ul>	
<b>EXPERIENCE</b> Evidenced in: <ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Interview/assessment</li> <li>• Lesson observation</li> <li>• Reference</li> </ul>	<ul style="list-style-type: none"> <li>• Proven successful leadership within a primary setting with evidence of impact</li> <li>• Demonstrable experience of successful line management and staff development</li> <li>• Involvement in school self-evaluation and improvement planning</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within an Academy Trust</li> <li>• Experience of working in a school with higher-than-average deprivation</li> <li>• Experience of working in KS2</li> </ul>
<b>PROFESSIONAL KNOWLEDGE, UNDERSTANDING AND SKILLS</b> Evidenced in: <ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Interview/assessment</li> <li>• Reference</li> <li>• Lesson observation</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of highly effective pedagogy, based on evidence, and having the ability to model this for others and support others to improve</li> <li>• Excellent behaviour management strategies to support a range of needs</li> <li>• Aspirational for the achievement of disadvantaged pupils based on evidence</li> <li>• Achieving and sustaining standards of excellence throughout the setting</li> <li>• Excellent organisational skills</li> <li>• Knowledge and understanding of the principles behind Safeguarding, Equal Opportunities and Inclusion policies</li> <li>• Effective analysis of data and the ability to use this to set targets and identify weaknesses</li> </ul>	
<b>CURRICULUM</b> Evidenced in: <ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Lesson observation</li> <li>• Reference</li> </ul>	<ul style="list-style-type: none"> <li>• Seek innovative approaches to curriculum and pedagogy and be able to inspire others to do so</li> <li>• Be prepared to lead on the ACE curriculum in school and work with others across the Trust to develop it further</li> <li>• Know and understand the relevant statutory and non-statutory frameworks including those provided through the National Curriculum</li> </ul>	
<b>PROFESSIONAL VALUES</b> Evidenced in: <ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Interview/assessment</li> <li>• Reference</li> <li>• Lesson observation</li> </ul>	<ul style="list-style-type: none"> <li>• A commitment to the mission, vision and ethos of the school and Trust</li> <li>• Develop positive relationships with colleagues, headteacher and other leaders in the Trust</li> <li>• Work collaboratively with others across the Trust contributing to the development of all schools</li> <li>• Be open to and actively seek support and professional development</li> <li>• Model the highest expectations of self and others</li> <li>• Take responsibility for improving teaching and learning throughout the school</li> <li>• Commitment to the personal welfare and safeguarding of both children and staff</li> </ul>	
<b>PERSONAL QUALITIES</b> Evidenced in: <ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Interview</li> <li>• Reference</li> <li>• Lesson observation</li> </ul>	<ul style="list-style-type: none"> <li>• Personal values which align with Trust values</li> <li>• Ability to work collaboratively within a team both at school and Trust level</li> <li>• Reflective and evaluative approach to your personal performance</li> <li>• Display warmth, care and sensitivity when interacting with children, colleagues and parents</li> <li>• Ability to prioritise and manage time well</li> <li>• Excellent interpersonal/communication skills</li> <li>• Openness, sense of humour, energy, enthusiasm and an ability to inspire confidence in others</li> <li>• Ability to build positive, respectful relationships with parents, pupils, staff, governors, directors and the wider community</li> </ul>	

# Next Steps | Deputy Headteacher

## Employment Vetting Checks

It is a condition of employment at The Academies for Character and Excellence that every applicant who accepts the offer of a job will be subject to legally required safer recruitment checks. This will include criminal background checks, documentary evidence to confirm their identity and right to work in the UK and checks to ensure they are not prohibited from working in such a position within a school environment. The checks will be carried out at the Trust's expense.

References will be taken up, including those from previous employers.

## Safeguarding Children

It is the post-holder's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible or with whom they come into contact. The post-holder will adhere to and ensure compliance with the Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the Safeguarding and Inclusion Lead, the Headteacher and/or DSL/DDSL.

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If you decide to apply please complete our application form and return it to Charlotte Wilson – [recruitment@acexcellence.co.uk](mailto:recruitment@acexcellence.co.uk) by Friday 1st March.

We are looking to hold interviews on the week commencing 18th March. We will ask you to bring documents with you to your interview, as this supports our pre-employment checks.

We look forward to hearing from you!

