



Da Vinci Academy  
A L.E.A.D. Academy



"One Team, Changing Worlds"

# Deputy Headteacher Curriculum

## Candidate Information Pack

**Role:** Deputy Headteacher (Curriculum)

**Reporting to:** Headteacher

**Salary:** L15 - L19 (£62,561 - £69,022)

**Location:** Da Vinci Academy, Derby, DE21 4ET

**Contract Type:** Full Time

**Contract Term:** Permanent

**Start Date:** Easter / September 2023

**Closing Date:** Monday 20<sup>th</sup> March 2023 at 9.00 am



**Join us on our amazing adventure to make THE difference**

***“Leaders put pupils’ interests at the heart of all that they do”  
Ofsted 2021***

Having converted to academy status at the heart of the L.E.A.D. Academy Trust in May 2017, Da Vinci Academy is now a successful secondary school with around 700 students and an increasing school roll (oversubscribed in KS3 and also next year’s intake). In summer 2019, we were proud to be the most improved Progress 8 school in Derby and in October 2021, we were rated ‘good’ by Ofsted. A copy of the report can be found on our website.

We are described as a ‘proudly inclusive school with a big heart and huge ambition’. A student-centred philosophy is supported by an unwavering commitment to the achievement of successful outcomes for each and every young person.

***“The school is inclusive and welcoming to all. Pupils feel valued and cared for.”***

Together with the L.E.A.D. Academy Trust, a strong and clear vision is in place - **one team changing worlds**. Our vision is achieved by supporting all to **Aspire, Believe, Learn, Achieve**. This is what we all firmly believe in and strive for at all times. The benefit of our close-knit academy community is a real team environment where people genuinely care for each other and where students and staff alike can really shine.

***“Staff have high aspirations for all pupils’ success. Leaders are determined that no child will be left behind.”***

We are looking to recruit a **Deputy Headteacher for Curriculum**. The ideal candidate will be an inspirational, positive and professional leader who can combine their experience of and passion for education with the ability to inspire our students and enhance a talented team. You will be a skilled and enthusiastic practitioner who has the determination to establish a culture that promotes excellence, equality and high expectations for all pupils.

***“Leaders are considerate of staff’s workload and promote staff’s well-being.”***

In return, we can offer brilliant development from experienced leaders and one of the most supportive staff cultures that you could hope to be part of. We are family oriented and recognise a life outside of work whilst being determined to do everything we can as professionals in support of our students. Individual and academy team ambition go hand in hand. LEAD Trust support and career development are a given.

***“Staff fully support leaders’ vision for the school’s continued improvement.”***

A drive to continue the ongoing improvement trajectory of our academy is a given and this role will support our determination to continue building positive attitudes to learning by all students. Ambitious team players with a good sense of humour are welcome. Our team goes above and beyond to support each other and our students so it is critical that this aligns with the candidate’s own values and ethos. Applicants will be expected to be able to demonstrate a prior commitment to their own professional development and should be looking forward to ongoing development of their own practice and that of the academy team as part of our collaborative and supportive Trust offer.

**In summary, we are looking for someone who:**

- has high expectations of pupil progress.
- is passionate about education and developing a love of learning in students.
- has the skills to work collaboratively with the teaching team.
- can build positive relationships with pupils, staff and parents.
- is willing to embrace or bring new ideas to the Academy.
- has ambition combined with a commitment to developing their own skills.

**In return, the successful candidate will:**

- be joining a strong and dynamic team of professionals.
- work in a school with high aspirations for all of its students and staff.
- be provided with excellent career opportunities.

It is an exciting time at Da Vinci Academy, and you will be part of our future development and the adventure to continue raising standards as we build an exceptional academy together as one team.



We welcome applicants from diverse backgrounds and promote accessibility and inclusivity for all. L.E.A.D. Academy Trust is committed to the recruitment and promotion of all on the basis of ability and suitability for the role irrespective of disability, race, gender, health, social class, sexual preference, marital status, nationality, religion, employment status or age. The Trust is committed to treating your application fairly on these grounds.



## Safeguarding

The L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

**This post is subject to an enhanced DBS check.**

Da Vinci Academy adopts a rigorous Safer Recruitment Policy which is followed for every appointment.

If you are invited to interview, your suitability to work with children will be explored. As such you will be asked to declare any convictions, cautions or reprimands which you have incurred.

If you are then successful at interview, an offer of employment will be made. This offer will be subject to the L.E.A.D Multi-Academy Trust Receiving:

- Satisfactory background checks e.g. Enhanced Disclosure and Barring Service check, Prohibition Check and Medical Check
- Satisfactory References
- Proof of Eligibility to work in the UK

Staff will be expected to take part in an induction day which has a safeguarding focus.

Staff will be expected to undertake CPD Safeguarding Training throughout every academic year.

There is a clear policy for staff conduct which all employees must adhere to.



## How To Apply



## Finding Out More

For more details about our academy, please visit our website [www.davinciacademy.co.uk](http://www.davinciacademy.co.uk)

Should you have any questions regarding the role please contact Jenny Linthwaite, HR Officer - email [jenny.linthwaite@davinciacademy.co.uk](mailto:jenny.linthwaite@davinciacademy.co.uk).

It is important that potential applicants are able to find out as much as possible about both our academy and the role as they consider making an application. We welcome visits and can be flexible around timings of the day to suit. We are committed to doing all we can to support those interested in researching more about what it is like to work in our proudly inclusive, ambitious academy as part of our 'one team'. Pre-application visits are therefore very welcome. We can also arrange a phone call with our Headteacher or other suitable members of staff. To arrange such an informal discussion ahead of and around making an application, please email Jenny Linthwaite, HR Officer - email [jenny.linthwaite@davinciacademy.co.uk](mailto:jenny.linthwaite@davinciacademy.co.uk).

Please find job description, job specification and information about the L.E.A.D. Academy Trust attached.



## Making Your Application

To apply, please visit our website: <https://www.davinciacademy.co.uk/teaching-staff/>

Please send a completed application form and covering letter (no more than 2 sides of A4), with a supporting CV if you wish to.

Completed applications should be sent to [vacancies@davinciacademy.co.uk](mailto:vacancies@davinciacademy.co.uk)

**Closing date:** Monday 20<sup>th</sup> March 2023 at 9.00 am

**Start date:** Easter/September 2023

Applications will be reviewed upon receipt therefore shortlisted candidates may be contacted in advance of the closing date.

Please note that the selection process for all roles will take place face to face on site at the academy.

The L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



## Job Description – Deputy Headteacher

### Strategic Purpose

- To provide inspirational, creative and professional leadership and management for the academy.
- To support the Headteacher in establishing high quality systems and policies in all areas of the academy's work.
- To support the Headteacher in establishing high quality education through effective leadership of teaching and learning.
- To support the Headteacher in establishing a culture that promotes excellence, equality and high expectations of all pupils.
- To ensure that strategic planning is informed by rigorous self-evaluation and that it continuously improves learning and pastoral outcomes.
- To ensure that the academy provides a safe and happy environment that promotes the welfare of children.
- To ensure all safeguarding and child protection policies are adhered to.
- To take full responsibility for leading the school in the absence of the Headteacher.

### Core Responsibilities

#### **Strategic direction and development of the school**

- In partnership with the Headteacher, provide inspiring, creative and purposeful leadership for the staff and pupils/students.
- To work in partnership with the Trust, the governing body, Headteacher, staff and parents, generating the ethos and values which will underpin the academy.
- To co-create and implement a Development Plan which will secure continuous academy improvement and support the principles of LEAD Trust
- To monitor and evaluate the performance of selected areas of the academy and respond and report to the Headteacher and the governing body as required.
- To support the Headteacher in ensuring that the management, finances, resources and administration of the academy supports its vision and aims and maximises value for all pupils/students.
- To lead on developing selected policies and practices and ensure that they take account of national, local and academy requirements and apply sound educational practice through evidence based pedagogy.
- To regularly monitor, evaluate and review the impact of selected policies, priorities and targets and take action if necessary.
- To inspire all those involved in the academy to commit to its aims, stay motivated to achieve them and involved in meeting long, medium and short term objectives to secure the educational success of the academy.

#### **Teaching and Learning**

- In partnership with the Headteacher, continue to maintain an environment that promotes and secures outstanding teaching, effective learning and high standards of achievement, behaviour and attendance.



- Determine, organise, implement and monitor selected areas of the curriculum and its assessment and ensure that statutory requirements are met.
- Meticulously plan and teach engaging and challenging lessons to exemplify high standards of teaching and learning
- Ensure that pupils/students develop study skills in order to learn more effectively and with increasing independence.
- Support the Headteacher in determining, organising and implementing a policy for the personal, social and moral development of pupils/students.
- Monitor and evaluate the quality of teaching and learning and achievement of all pupils/students through appropriate methods.
- Support the Headteacher in determining, implementing and monitoring policies which ensure inclusion, diversity and equality of access.

### **Leading and Managing Staff**

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- Support the Headteacher to implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.
- Promote and monitor the continuing professional development of staff.
- Hold selected staff to account for their professional conduct and practice, as specified in the Terms and Conditions of Service of teachers.

### **Efficient and Effective Deployment of Staff and Resources**

- Support the Headteacher to recruit, retain, deploy and develop staff of the highest quality.
- Monitor appropriate expenditure, allocation of funds/resources and effective administration for selected areas of responsibility in order to improve the quality of education, pupils' achievements and ensure efficiency and secure value for money.

### **Accountability**

- In partnership with the Headteacher, continue to develop an organisation in which all staff recognise that they are accountable for the success of the academy.
- Present a coherent and accurate account of the school's performance in selected areas in a form appropriate to the range of audiences, including the Headteacher, governors, parents, OFSTED and others to enable them to play their part effectively.
- Ensure that parents/carers and pupils/students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- Carry out any such duties as may be reasonably required by the Headteacher.



## Person Specification – Deputy Headteacher

### Qualifications and experience

- Qualified teacher with QTS
- Experience of senior school leadership within the primary/secondary phase
- Has undertaken recent and relevant further professional development

### Domain One: qualities and knowledge

- Promotes a strong culture of collaborative working where every member of staff is valued and can fulfil their potential.
- Communicates compellingly the school/academy's pupil/student centred vision and demonstrates strategic leadership, empowering all pupils/students and staff to excel.
- Sustains wide current knowledge and understanding of national and local education and school systems within a clear set of principles focused on the school/academy's vision, values and moral purpose.
- Demonstrates optimistic personal behaviour, positive relationships and attitudes towards all members of their school community.
- Leads by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.

### Domain Two: pupils and staff

- Develops in pupils/students a love of learning and a sense of inner confidence and self-belief that enables them to achieve high standards, overcoming disadvantage and advancing equality.
- Promotes a classroom environment that values the success and sense of wellbeing of each pupil/student, focused on safeguarding and developing their spiritual, moral, social and cultural development and exemplary behaviour.
- Secures excellent learning and teaching through exemplary classroom practice.
- Establishes an educational culture of 'open classrooms' as a basis for sharing best practice with colleagues, drawing on relevant research and robust data analysis.
- Creates an ethos within which staff are motivated and supported to develop their own skills and subject knowledge, and to support each other through performance management processes, demonstrating continuous self directed development.
- Identifies emerging talents, coaching aspiring leaders in a climate where excellence is the standard.
- Holds all staff to account for their professional conduct and practice.

### Domain Three: systems and process

- Delegates leadership throughout selected areas of responsibility, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decisions.
- Demonstrates an understanding of the statutory, financial and budgetary processes required in the management of a school/academy, including Best Value measures.
- Would be able to build upon current academy improvement plans.

### Domain Four: the self-improving school system

- Supports current school leadership in developing an outward-facing school/academy which works well with other schools and organisations.



- Seeks opportunities to invite parents, carers, community figures, businesses and other organisations into school/academy to enhance learning.
- Demonstrates entrepreneurial and innovative approaches to school improvement and leadership.

**Personal qualities**

- Passionate about education
- Approachable, enthusiastic and creative
- Leads by example, demonstrating integrity, resilience and clarity
- Committed to the L.E.A.D. principles



## L.E.A.D. Academy Trust

L.E.A.D. Academy Trust comprises of twenty five academies across Nottingham, Leicester, Derby, Lincoln and Sheffield. Our philosophy is to; lead, empower, achieve and drive.

At the heart of our Trust is the development of outstanding leaders. We empower individuals in our schools to provide the highest quality education, enabling every pupil to realise their full potential. We have also been recognised by Ofsted as a leading academy sponsor, securing rapid and sustainable improvement through the research and application of best practice across operational areas.

The combination of autonomy and collaboration across key areas of leadership and management underpinned by shared vision, values and best practice positions L.E.A.D. as a truly unique Academy Trust.

To view our 'L.E.A.D. Family Brochure' please visit:  
[www.leadacademytrust.co.uk](http://www.leadacademytrust.co.uk)

To see the wonderful achievements, proud moments and diverse events happening across our Trust please follow our twitter account:  
**@LEADAcadTrust**



## Our Leaders

One of the core priorities for the L.E.A.D. Academy Trust is the development of outstanding school leaders. We are dedicated to providing an organisation which will:

- develop inspirational school leaders for the future through high quality recruitment, professional development and coaching;
- invest in joint training, peer coaching, sharing good practice and professional dialogue in a climate of trust;
- continually improve, exploring new ways of working, alternative curriculums and innovation;
- strategically plan to produce the next generation of high quality school leaders.

### The L.E.A.D. Teaching School Alliance

The L.E.A.D. Teaching School Alliance is a dynamic, cross-phase collaboration of schools committed to harnessing, nurturing and sharing the specific skills and attributes required to teach and lead in areas with diverse pupil populations. Everything we do in our schools is about providing children with an outstanding, broad and balanced education.

Our innovative Initial Teaching Training (ITT) route aims to increase the number of quality teachers in our schools. In addition, we offer a range of high quality Continuing Professional Development (CPD) for staff at all levels and tailored school-to-school support. We are keen to nurture and grow staff across our alliance and offer a range of opportunities to develop the leaders of tomorrow. By working in partnership with The University of Nottingham and other regional Universities, we are also creating a research culture within our alliance that will impact positively on teaching, learning and the achievement of young people.





## Our Support

We provide a range of high quality, professional services to schools in nine core areas:

**Financial Management**

**Project Management**

**Procurement**

**ICT Management**

**Human Resources**

**Leadership Development**

**Legal Support**

**Governor Support**

**Education**





**L.E.A.D. Academy Trust**  
**Lead • Empower • Achieve • Drive**

L.E.A.D. Academy Trust  
5a The Ropewalk  
Nottingham  
NG1 5DU

**Email:** [admin@leadacademytrust.co.uk](mailto:admin@leadacademytrust.co.uk)

**Telephone:** 0115 822 5440