



Victoria  
ACADEMIES TRUST

**Deputy Headteacher**

**Foley Park Primary Academy, Kidderminster**

# **Recruitment Pack**

Full Time and Permanent from 1<sup>st</sup> January 2025 (or sooner)

Pay scale: Leadership 7 - 11

Web: [victoriaacademiestrust.org](http://victoriaacademiestrust.org)

Email: [enquiry@victrust.org](mailto:enquiry@victrust.org)

X @VicAcademies

#BeTheBestYouCanBe

# Welcome From the CEO

## **Thank you for your interest in joining the team at Victoria Academies Trust.**

I am delighted that you are interested in working with us. Victoria Academies Trust is a primary-only trust, based in the West Midlands consisting of a mix of sponsor, converter and free schools. We currently have ten schools open; nine mainstream and one special school.

Victoria Academies Trust was set up in 2014 with the sole aim **'to make our people the best they can be'**. We are passionate about making a difference to the lives of our pupils, families and colleagues. We want to inspire our young people to achieve more than they imagine possible, and having the right people in every role across our schools is an important part of making our vision become reality.

We have a strong board of trustees who work closely with the trust executive team to focus on our goals of investing in our school communities, growing and valuing our colleagues and preparing our children for the future. This ensures that our schools are on a continual journey to the best they can be. We currently educate over 3200 pupils across the primary age range, and employ over 500 colleagues across our schools and in our trust central team.

We may be ten schools, but our vision and values run through our Trust and we truly are a family, united in our ambition for our people 'To Be The Best They Can Be'.

## **The opportunity:**

We are looking to recruit a permanent, full time Deputy Headteacher at Foley Park Academy, Kidderminster from 1<sup>st</sup> January 2025.

Full downloadable recruitment forms can be found on our website at [Job Vacancies \(victoriaacademiestrust.org\)](https://victoriaacademiestrust.org)

We are committed to flexible working and are happy to have discussions with prospective candidates.



**Sharron Philpot**

**CEO**

**Victoria Academies Trust**



# About Us

Our

## Mission

*Our mission is our reason for being - it is simply: to make our people the best they can be.*

Our people are our colleagues, our pupils, our governors and our school communities - we work with and empower our people to be the best they can be.

Our

## Vision

Our vision is the picture we paint, the future we want to create, based on our mission.

**We are a family of schools, united in our passion for inspiring pupils to achieve more than they imagine possible.**

**We have a positive influence on children's lives in areas where we can make the most difference.**

**We are ambitious for our children. Our high expectations of them, the memorable experiences and opportunities they have in our schools, along with the kindness and compassion which is at the centre of our Trust means that they will be successful in whatever they choose for their future.**

**We are at the heart of our communities; a place where local people can turn to for help, support and guidance, working with us for the greater good of our shared community.**

**We are aspirational for our people, who are given opportunities to grow, develop and become experts in their chosen fields.**

**Our people feel valued and supported; they show ambition, courage and resilience, but most of all are kind and respectful.**

# Our Values

Our Values are important to us and guide our behaviours, our relationships and the way we work together. They define how we want to be.

These values of **Unity, Integrity, Courage, Curiosity and Excellence**, along with our commitment to strong ethical leadership ensure that we build a positive and powerful legacy to be proud of.



## Unity

We know that by working together, we are stronger than working alone. We work together as a family, united in our shared responsibility to achieve our mission.



## Integrity

We show integrity by being honest, truthful, and transparent; always doing what we believe is right and true. We show kindness and respect by treating others with dignity, empathy, and understanding.



## Courage

We show courage by being ambitious, challenging ourselves and others to achieve more. We take on challenges with enthusiasm, determination, and resilience, learning from failures.



## Integrity

We show curiosity by having a passion to learn, explore, and discover new things and new ways of working. We are innovative and ambitious, always seeking to be even better.



## Excellence

We have a strong commitment to continuous improvement, a willingness to learn and a dedication to becoming the best we can be.

# What we can offer you

Joining Victoria Academies Trust means becoming part of a vibrant and dedicated community that is committed to ensuring colleagues are supported 'To Be They Best They Can Be'

**This is what we can offer you:**



## Competitive Pay Scales

- **Transparent Salary Framework:** We offer clear and transparent pay scales, aligned to government recommended pay, that reflect your experience and expertise.
- **Annual Pay Review:** Commitment to regular reviews to ensure our salaries remain aligned to government recommended scales for teaching and non-teaching staff.



## Generous Pension Scheme

- **Teachers' Pension Scheme:** Benefit from one of the most generous pension schemes in the UK.
- **Local Government Pension Scheme:** Our support staff are enrolled in the LGPS, which is a secure and flexible pension plan that provides a valuable package of retirement and death in service benefits.
- **Employer Contributions:** We make significant employer contributions to your pension, helping you plan for the future with confidence.



## Professional Development

- **Tailored Growth:** Benefit from our bespoke professional development programmes, designed to help you reach your career goals.
- **Access to over 100 tailored CPD courses** through a mix of flexible webinars and online or face to face opportunities.
- **Opportunities to network** with likeminded individuals- through networks, meetings and our annual Whole Trust Conference.
- **Leadership Opportunities:** With a clear pathway for progression, you have the chance to advance into leadership roles within our trust -both as teaching and non-teaching colleagues.



## Well-being and Support

- **Work-Life Balance:** We support a healthy work-life balance with flexible working options and a commitment to you through our Flexible Working Policy and People Strategy.
- **Health and Wellness:** Access to our comprehensive wellbeing and benefits scheme which includes counselling services, discounts on gym membership, childcare voucher scheme, cycle to work scheme and lifestyle voucher scheme.
- **Paid expenses** in line with HMRC guidance – and access to **free parking** on site at our schools.
- **Dedicated technology** – To enable to to fulfil your role effectively.
- **Dedicated shared working spaces** allowing colleagues to collaborate and work in way that suits them.
- **Generous holiday allowance** – many of our roles are term time only contracts.



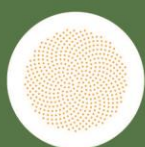
## Community and Culture

- **Collaborative Environment:** Thrive in our culture of teamwork and support, where ideas are shared and successes celebrated.
- **Community Impact:** Make a real difference in our local communities through various outreach and engagement activities and events.

**We are proud to offer a fantastic and supportive working environment where our passion for inspiring our children to achieve more than they imagine possible is at the heart of everything we do.**

**If you're ready to make a significant impact and grow with us, we would love to welcome you to our team**

# Our Schools, Our Journey



2012

Victoria Park  
Primary becomes  
Victoria Park  
Academy



2014

Victoria  
Academies Trust  
founded



2014

Rowley Park  
Academy,  
Staffordshire join  
as first sponsor  
school



2014

Devonshire  
Infant and Junior  
Academies,  
Sandwell join as  
converter schools



2017

Birchen Coppice  
Academy,  
Worcestershire  
join as a sponsor  
academy



2016

Fibbersley Park  
Academy, Walsall  
join as a sponsor  
academy



2015

Northfield  
Manor Academy,  
Birmingham join  
as a converter  
academy



2018

Foley Park  
Academy,  
Worcestershire  
join as a converter  
academy



2019

Poppyfield  
Academy,  
Staffordshire  
opens as our first  
Free School



2022

Elm Tree  
Academy,  
Sandwell opens  
as our first SEND  
Free School







# Role Overview

## Deputy Headteacher - Foley Park Primary Academy

We are seeking an enthusiastic Deputy Head Teacher to join our strong, committed staff to work with our amazing children at Foley Park Primary Academy. We are a friendly, one-form entry community school in Kidderminster - part of Victoria Academies Multi Academy Trust (VAT); a family of 10 primary schools based in the West Midlands. VAT prides itself on the values of Unity, Integrity, Courage, Curiosity and Excellence.

Children at Foley Park are fantastic, and we are lucky to have committed staff who are passionate about teaching and learning. Our aim is for our children to be the best they can be in all areas of their life. We have high expectations and are committed to excellence. Children here experience a broad and exciting challenge curriculum, they learn, laugh, get muddy and make friends.

The successful candidate will have recent experience of leading a strategic area of the school development plan and keen to make the next step in their career.

### **The role of DHT at our school is:**

- A member of SLT with an area of responsibility (to be agreed)
- Our Lead DSL
- a non class-based position, however the cover of leadership time is required

### **We are looking to appoint an enthusiastic and highly motivated leader who is:**

- Energetic, positive and can work effectively as part of our team
- Organised and has high expectations of learning and behaviour
- Willing to go the extra mile to make great things happen for our children
- Passionate, committed and has the determination to secure the best possible outcomes for every child
- An experienced practitioner who understands the dedication and drive required to achieve continuous school improvement.
- Able to share a proven track record in improving standards and outcomes
- An inclusive practitioner with experience of working across key stages
- Able to lead others towards a common goal in line with our values

### **We can offer the successful candidate:**

- A commitment to CPD
- A supportive and hardworking staff team who are united in their drive to ensure children achieve the very best outcomes academically and socially
- Friendly and happy children who are keen and eager to learn
- Opportunity to be part of our trust-wide collaborative network groups

# Role Overview

Foley Park Academy – part of Victoria Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants. All shortlisted candidates will be subject to an online search as part of our recruitment process.

We are also “happy to talk flexible working” subject to the operational requirements of the role.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Informal chats or visits to our lovely school are warmly welcomed and encouraged. Please contact Mrs Fox (School Business Manager) on 01562 823857 or via email:

[office@foleyparkacademy.org.uk](mailto:office@foleyparkacademy.org.uk)

Application forms can be found on our school and Victoria Academies Trust website. Please return completed applications marked for the attention of the Headteacher Miss S. Reynolds, Foley Park Academy, Northumberland Avenue, Kidderminster, DY11 7AW or to the email address:

[office@foleyparkacademy.org.uk](mailto:office@foleyparkacademy.org.uk)

Contact the school to arrange an informal visit:

- Monday 10<sup>th</sup> June
- Wednesday 12<sup>th</sup> June
- Monday 17<sup>th</sup> June
- Thursday 20<sup>th</sup> June

**Closing Date:**

**Wednesday 26<sup>th</sup> June 2024 at 12 noon**

**Interviews: Thursday 4<sup>th</sup> July 2024**







# Job Description

## Responsibilities of the role

### Deputy Headteacher – Foley Park Primary Academy

#### Position profile

School: Foley Park Primary Academy

Post title: Deputy Headteacher

Responsible to: Head Teacher

Remuneration: Leadership scale 7 - 11

Commencement date: 1<sup>st</sup> January 2025 (or sooner)

#### General professional duties and responsibilities:

The postholder is required to carry out under the reasonable direction of the Head Teacher, the professional duties of a teacher which are set out in the relevant paragraphs of the School Teachers' Pay and Conditions Document and any subsequent amendments.

The postholder must at all times carry out her/his responsibilities with due regard to the Trust's policies including the Equal Opportunities Policy.

#### Particular responsibilities (that do not include or imply any voluntary activities)

To be agreed in conjunction with the needs of the school.

- Upholding the school values: Unity, Integrity, Courage, Curiosity and Excellence
- Taking a leading role in the day-to-day management of the school.
- Implementing, enforcing, and exhibiting model adherence to all school practice, policies and procedures.
- Attending and contributing to all relevant meetings.
- Planning and chairing meetings where necessary.
- Cultivating and sustaining effective positive relationships with all staff, pupils, parents, governors, and stakeholders.
- (Where the Deputy Headteacher is requested to teach a class) undertake all relevant duties of a class teacher while acting in that capacity.

#### Note

1. This job description is not necessarily a comprehensive definition of the post. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Headteacher with the postholder.



### **Strategic Direction, School Development and School Performance**

- Contributing to the development of the school's vision, ethos, values and strategic direction.
- Contributing to the formulation, monitoring and implementation of the SDP.
- Contributing to school evaluation processes and documents.
- Supporting staff members to understand and adhere to the school's strategic direction.
- Keeping fully up to date with Education policy, including relevant legislation, statutory guidance and good practice recommendations within the sector.
- Contributing to decisions on all aspects of policy in the school.
- Providing advice and support to the governing board to aid it in conducting its strategic responsibility.

### **Leadership and Management**

- Assisting and supporting the Headteacher in all functions of their role.
- Deputising for the Headteacher in their absence.
- Undertaking duties as delegated by the Headteacher.
- Working with the Headteacher to ensure and uphold a clear system of task delegation and deployment of staff
- Working closely, effectively, collaboratively and in partnership with the senior leadership

### **Pupil Wellbeing and Safeguarding**

- As lead DSL, taking responsibility for promoting and safeguarding the welfare of pupils.
- Taking a lead role in maintaining an overview of pupil attendance across the school
- Supporting the Headteacher in promoting effective pupil-staff relationships and managing pupil behaviour across the school, in line with the school's Values, Behaviour and Relationships Policy.
- Contributing to the school culture which prioritises pupil wellbeing, mental and physical health through nurturing classroom practice and the work of the Pastoral Team.
- Being an approachable, trusted, and professional figure for pupils to come to with any issues they may have.
- Maintaining and developing the school culture which ensures a positive and respectful attitude amongst pupils, families, and staff in the school.

### **Staff Management**

- Line manage staff as identified by the Headteacher.
- Taking a leading role in managing staff absence to ensure classes are effectively covered.
- Taking a leading role in timetabling (e.g: PPA time and Subject Lead release time timetables)
- Participating in the recruitment process for new staff members.
- Motivating staff in their roles and supporting them in aspects of their roles as necessary.
- Appraising staff, including evaluating performance and challenging underperformance.
- Working with the Headteacher to ensure staff access CPD opportunities and supporting staff to access such opportunities.
- Working with the governing board and Headteacher to secure and provide effective training for staff members, e.g., through INSET days.

### **Teaching and Learning**

- Support staff with the implementation of 'Teach Like a Champion' (TLAC) strategies
- Monitoring standards of teaching and learning in the school to ensure the highest quality of education for all
- Ensuring standardised assessment procedures for children undertaking national assessments are carried out effectively and with attention to detail, to allow children the best opportunity to demonstrate their potential.
- Ensuring that resources are managed and appropriately allocated across the school to support effective teaching and learning.
- Contributing to creating a culture of high attainment and performance where high standards are held for all pupils from all backgrounds, abilities and needs.
- Working with the Headteacher and SENCO to ensure that the curriculum effectively supports all pupils with SEND to thrive academically.
- Working with the Headteacher and SLT to monitor, evaluate and review classroom practice and promote improvement strategies.
- Take a lead responsibility in supporting and working with one of our Pupil Leadership Groups (e.g., School Council).
- Working with the Headteacher and SLT to implement and maintain systems for recording pupils' progress and achievement.
- Contributing to the establishment and monitoring of systems to keep parents informed about the curriculum and their children's performance.

### **Own Training and Professional Development**

- Actively engaging in directed and self-initiated CPD to ensure professional skills are up to date.
- Undergoing training as necessary to ensure that all aspects of the role can be effectively conducted.
- Working to consistently meet the 'Headteachers' standards'.

# Person Specification

## Deputy Headteacher: Foley Park Primary Academy

	Essential	Desirable
<b>Qualifications</b>	<p>Qualified Teacher Status (QTS)</p> <p>Good Honours Degree (First or 2:1)</p> <p>Recent and relevant further professional development.</p> <p>Recent DSL training</p>	<p>Evidence of an NPQ qualification – or willingness to undertake</p>
<b>Experience</b>	<p>Leading a range of subject areas across a whole school.</p> <p>Leadership in a primary school.</p> <p>Successful teaching across key stages</p> <p>Effectively leading teams.</p> <p>Teacher appraisal (as an appraiser).</p> <p>Implementing strategies and interventions to rapidly raise achievement and standards.</p> <p>Developing and implementing school wide systems and policies.</p> <p>Effective working with variety of stakeholders such as pupils, parents, governors, and the wider community.</p> <p>Acting as Deputy DSL.</p> <p>Liaising with wider professionals involved in the safeguarding and child protection of pupils.</p> <p>Leading on aspects of teacher CPD.</p> <p>An involvement with improving pupil attendance across for a child, cohort or across a whole school.</p>	<p>Timetabling</p> <p>Whole school development and evaluation</p> <p>The role of DSL including planning and chairing professionals' meetings</p> <p>Working with a school governing board</p> <p>School finance/managing a budget.</p> <p>Developing a whole school strategy such as Pupil Premium</p>

	<b>Essential</b>	<b>Desirable</b>
<b>Skills, Knowledge &amp; Understanding</b>	<p>Secure knowledge of The National Curriculum, particularly the purpose of study and aims of each subject.</p> <p>Current trends and policies in education generally and in curriculum areas.</p> <p>The SEND Code of Practice.</p> <p>Outstanding classroom teacher who can act as a role model for others. Good strategic planning and thinking</p> <p>Excellent organisation</p> <p>High level of oral, written and ICT skills</p> <p>Reasoning</p> <p>Collaboration with others within and beyond the school.</p>	<p>The preparation and administration of statutory National Curriculum tests;</p> <p>The links between schools, especially in a multi-academy trust;</p> <p>Recent EEF evidence-based research and/or other pedagogical practices</p> <p>Teach like a Champion (TLAC)</p>
<b>Personal and professional qualities</b>	<ul style="list-style-type: none"> <li>• Approachable</li> <li>• Committed</li> <li>• Enthusiastic</li> <li>• Proactive</li> <li>• Able to work under pressure and manage own stress.</li> <li>• Willing to accept the demands and challenges of the post and respond in a flexible manner.</li> <li>• Values led and has a strong sense of loyalty, integrity, enthusiasm, and dynamism</li> <li>• A strong sense of professionalism, commitment to upholding standards and setting an appropriate example.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to cultivate and maintain positive relationships with stakeholders.</li> </ul>

\*Note: Due to the nature of how a multi-academy trust operates there is an expectation that all staff are willing and able to travel across the MAT (via their own car) to provide school-to-school support from time to time, as required. This means that a clean driving licence and acceptance of these terms is essential. Travel expenses will be reimbursed at the agreed rate.



## Safeguarding

Victoria Academies Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of the Trust.

## Equalities:

Victoria Academies Trust has a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

## Flexible Working:

Victoria Academies Trust is committed to ensuring that all colleagues have working conditions that meet their own needs, as well as the needs of their schools and children. Details of our Flexible working policy can be found on our website: [\*\*VAT-Flexible-Working-Policy-v1.0-.pdf \(victoriaacademiestrust.org\)\*\*](#)





**Victoria Academies Trust**

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