

Deputy Headteacher- Pastoral, Personal Development and Safeguarding

Recruitment Information for Candidates



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Dear Applicant

Thank you for expressing an interest in joining The Basildon Academies.

Student welfare, academic progress and achievement is at the heart of everything we do at our Academy.

Our Academy vision is to drive:

- Social Mobility - equality of opportunity for our young people to succeed
- Moral Purpose - resilient positive decision makers
- Cultural Capital - equity of opportunity and life experiences
- Spiritual Awareness - reflective citizens and active curious learners

The Academy offers students the unique opportunity to begin their learning journey at our Key Stage 3 Lower Academy, and complete it at our Key Stage 4 & 5 Upper Academy.

Our Key Stage specialist sites enable us to offer our students age appropriate curriculum choices, support, challenge and enrichment.



We recognise the power and impact that quality enrichment can have on young lives and minds. Our enrichment programme is an essential and valuable part of our school day. All students engage in an enrichment of their choice each day as part of their curriculum.

The age appropriate enrichment curriculum supports a 'Passion for Learning' in Key Stage 3, a 'Passion for Purpose' in Key Stage 4 and a 'Passion for Life' in Key Stage 5. Our enrichment curriculum builds student resilience, self-esteem, sense of belonging and love of learning. It provides equity of opportunity, stretch & challenge, employability skills and broad experiences supporting our student cultural capital and social mobility.

Our two academy model offers our Year 7 intake a guaranteed future place in our growing and thriving Sixth Form.

The Basildon Academies Sixth Form offers personalised curriculum pathways, tailored to individual needs and aspirations. Strong support networks alongside quality teaching ensure academic success and preparation for university or the workplace.

Yours sincerely



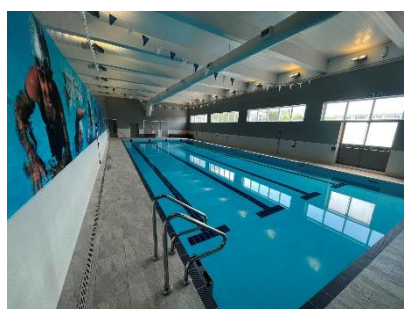
Mr G. Smith B.Ed (Hons), NPQH
Chief Executive Officer



Leading Parent
Partnership Award

The Basildon Academies are two state of the art Academies based in Essex, just 35 minutes from London and approximately 1 mile apart. We are unique in the way the academies are set up with The Lower Academy specialising in the teaching of our students aged 11-14 whilst the Upper Academy specialises in our 14-19 year old students.

The Lower Academy is focussed upon developing the whole child; our curriculum has been developed to enable our students to develop their knowledge, understanding and skills so that they will become lifelong learners. This includes opportunities for linguistic, mathematical, scientific, technical, human, social, physical and artistic learning so that students make progress in a wide range of subjects. The Lower Academy offers a supportive and nurturing environment to allow our students to find their adult feet as they become fully prepared for their transition to the Upper Academy.



The Upper Academy is focussed upon creating the best environment and conditions for all students to fully achieve their true potential, make at least expected progress and attain the very best grades they can in their final exams. The range of courses on offer allows students to become specialised in their favourite target areas and at the same time retain the very strong focus upon gaining good qualifications in maths, English and science at GCSE level.



Our strong Sixth Form is a major part of the Upper Academy with the structure modelling itself on developing independent learning skills like those seen in universities which allows students to continue their studies in their specialist subject areas. Students are very much encouraged to become mature adults being engaged in many aspects of the life of the academy which further develops those much needed skills to go on into university or the world of work.

Job Title: Deputy Headteacher – Pastoral, Personal Development and Safeguarding.

Generic details:

The Deputy Head is cross site role is responsible for supporting the Headteacher to lead on Pastoral, Safeguarding and Personal Development across both the Basildon Upper and Lower Academies formulating and implementing the key policies and practices which ensure that the Academies strategic aims are achieved.

The role involves:

- role modelling professional standards, team ethos, higher level communications, leadership, and management skills, including maintaining quality first teaching.
- directly leading, coordinating, managing and performance managing staff and resources
- developing, implementing, and coordinating strategies which enable the academies to achieve their objectives and strategic aims in line with the Academies Development Plans (ADP).
- liaising with outside agencies and providers, as necessary, in order to develop Academy strategies, practices, reporting systems and monitoring processes.
- assessing and managing risk to ensure that problems are identified in good time and that a range of appropriate solutions are identified and deployed.
- reporting, auditing, and analysing responsibilities and outcomes to make recommendations, draw conclusions and devise strategies to lead to improvements
- promoting and ensuring the promotion of Equal Opportunities and Child Protection as a fundamental aspect of all roles and practices in the academies.
- any other appropriate and reasonable responsibilities in keeping with the level of the post and the requirements of the organisation.

Leadership Roles require the member of staff to play a full role in duty schedules: before, after and during the standard school day.

Leadership roles require that the person should meet the standards and skills required for being a teacher, middle leader and Assistant Headteacher, role modelling them to more junior colleagues.

Specific details:

The post holder is a cross-site role.

Reports to: this post is line managed by the Trust Headteacher.

Line Manages: this post line manages the Assistant Heads, Senior Development Champions (DSLs) and middle leaders including Heads of Department.

Specific duties and responsibilities:

The Deputy Headteacher will support the Headteacher in the following areas:

Leadership and management:

- Developing, implementing, and coordinating strategies that enable the Academies to achieve its targets and strategic aims for behaviour, safeguarding, pastoral care, and personal development.
- Role modelling professional standards, team ethos, higher-level communications, leadership, and management skills, including maintaining a quality first teaching.
- Providing leadership that secures the delivery of high standards and pupil progress for all students at both the Basildon Upper and Lower Academies.
- Developing and communicating values, aims, policies and plans for the Academies.
- Support the development of the behaviour curriculum ensuring a consistent approach across both schools.
- Ensuring that the Academies are a focus for and a resource to support a vibrant learning culture in the wider community.
- Reporting, auditing, and analysing responsibilities and outcomes to make recommendations, draw conclusions and devise strategies to lead to improvement.
- Leadership roles require the member of staff to play a full role in duty schedules: before, after and during the standard school day.

Pastoral, Personal Development and Safeguarding:

- Provide leadership in the management and evaluation of effective teaching and learning across the Academies and in developing and providing innovative ways of learning to support behaviour for learning.
- Ensuring that the students are supported, throughout their time in the Academies, to achieve their potential e.g. enrichment, leadership, and personal development curriculum.
- Ensuring that the students enjoy a safe and healthy environment in which standards of behaviour encourage learning and the social development of students.
- Lead in the monitoring and development of the strategic development plan for the Academies.
- Ensuring safeguarding is judged as having met the Ofsted criteria having fully implemented Keeping Children Safe in Education.

Leading people:

- Ensuring that staff are able to take part in decision-making, as far as it is possible, in order that all who work in the Academies feel a sense of ownership and involvement.
- Ensuring that processes are established to maintain the conditions for effective teaching and learning.
- Providing leadership in creating, maintaining and enhancing effective working relationships with staff including consultation with their representatives as appropriate.
- Supporting a process that ensures due diligence in the selection, appointment, deployment, and management of all staff (including tackling underperformance) so that effective learning takes place in the Academies.

Communication and partnership:

- Developing and maintaining partnerships with parents, students, Governors, local schools, outside agencies including the DfE, local authority, Essex County Council, LSC, commercial and community partners, other stakeholders, and the wider community.
- Liaise with outside agencies and providers, as necessary, in order to develop Academy strategies, practices, reporting systems and monitoring processes.
- Ensuring an effective system of record keeping and communication with parents and students so that the aims relating to each student's progress are achieved.

Application Procedure

- i. Read carefully all the information about this post
- ii. If you have any questions, please telephone or email our Recruitment Coordinator on 01268498683 or email recruitment@basildonacademies.org.uk
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.
- iv. Send your completed application form by email (if downloaded from our website) or through the post to:

recruitment@basildonacademies.org.uk

Olivia Faustino
Recruitment & Cover Coordinator
The Basildon Academies
Wickford Avenue
Pitsea, Basildon
Essex, SS13 3HL

Appointment Process

- i. Suitable applications will be shortlisted for interview (as quickly as possible)
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

The Basildon Academies are committed to supporting colleagues with disabilities. If you have a disability, please give details of adjustments you require for the selection process or to do the job itself.

Pre-employment Checks

The Basildon Academies is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Recruitment monitoring information

The Basildon Academies are committed to ensuring that applicants are selected for appointment on the basis of their ability relevant to the job. Completion of the Recruitment monitoring information form is not compulsory but will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the short listing panel.

The Basildon Academies are committed to safeguarding and promoting the welfare of children and expect their staff to share this commitment.



