

Application Pack

Deputy Headteacher
(Quality of Education)

THIS
IS NOT
FOR YOU

Unless **you** are prepared to live and breathe our core values.

Unless **you** are passionately committed to social mobility.

Unless **you** go the extra mile for disadvantaged families.

Unless **you** want to change the status quo.

"The Evolve Trust aims to create a family of academies in the Mansfield region and beyond, enabling an increasing number of children and young people to fulfil their potential and providing them with greater access to a diverse range of opportunities when they leave school."

We are committed to providing exceptional learning opportunities and outstanding educational outcomes for all our pupils in the Mansfield locality and beyond. Our aim is for every child and young person to benefit from a world class education, one which inspires our schools' communities to achieve more than they thought possible. Our commitment to these aims is evident through our working practices, which focus on making the difference to the life chances of all our pupils and students.

Academy staff and students work and learn together as our practice is continuously improved to bring about the changes required to deliver on our ambitious aims. As a Trust, we prioritise achievement and inclusion by valuing individuals. We meet these priorities by excelling in putting in place, for both students and staff, personalised learning pathways and pastoral care that seeks to address barriers to learning experienced by everyone.



Claire Marie Cuthbert - CEO for the Evolve Trust

"To open minds, creating opportunities for all to believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life".



RESILIENCE



AMBITION



INTEGRITY



INCLUSIVITY



ENDEAVOUR

Established in 2014, The Evolve Trust is an innovative and award-winning group of academies serving the town of Mansfield and the surrounding areas.

The Trust includes a secondary, primary and special schools and currently educates around 2000 students aged between 3 and 18. Every school within the group is unwavering in the vision "To open minds, creating opportunities for all to believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life."

The Evolve Trust is a values-driven organisation and is passionate about improving children's life chances through quality education regardless of postcode and starting points.



Chief Executive Officer, Claire-Marie Cuthbert, has been recognised for her commitment to social mobility and improving life chances of young people through quality first teaching and outstanding leadership.

She has co-authored books and many articles and journals on Teaching and Learning as well as various pieces on transformational leadership.

She is a multi-award winner and has numerous accolades for her work including Female CEO of the Year 2019, International Education Award 20/21, EMWA Award as well as a GESS International Award for Outstanding Contribution to Education and she is passionate about people development and sharing her expertise.

Apply for something different | Apply to make a difference
Apply to work with The Evolve Trust

Research is at the heart of The Evolve Trust. Evolve knows it is vital to understand how education evidence can underpin school improvement and is committed to ensuring that all schools have access to the resources, training and support they need to improve teaching practice.

The Trust acts as a training hub to support its academies in understanding evidence in key areas, and how it can be used effectively as part of a programme of professional development for teachers and leaders. Staff across the Trust are involved in action research projects and work closely with the EEF as well as Universities. There is a fully stocked research library and all staff have access to the Trust research fellowship programme which offer PHD and Masters credits.

Evolve is at the cutting edge of educational thinking and
works closely with national and international thinkers

...such as Andreas Schleicher, Dr Ben Laker, and René Carayol. The Evolve Trust formed The Evolve Alliance back in 2017, which inspires collaboration and supports partnership across the educational landscape.

The Evolve Alliance publishes termly journals, which celebrate best practice and innovation in both leadership and teaching and learning. They also host a number of national thought leadership conferences featuring inspiring keynote speakers. Principals contribute to both conferences and the journal and it is an expectation that they contribute to educational debate at a national level, supporting the Trust's vision and values.

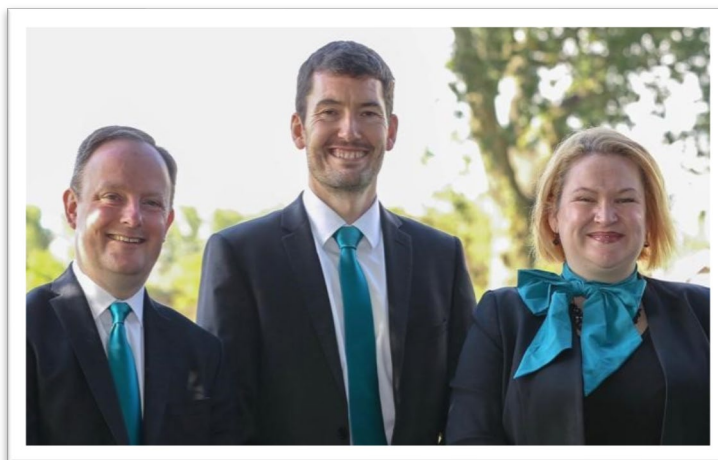
The Evolve Trust is a nationally recognised Trust which contributes to the educational landscape at the highest levels - Education Select Committees, Policy Roundtables, Think Tanks, Academies Show(s) as well as hosting a National Thought Leadership conference every year.



Leadership is key to stimulating innovation, driving change and to delivering results in an increasingly changing educational landscape. In this landscape, there's a growing need for highly skilled leaders who can navigate through complex challenges and empower their teams to achieve greatness for the young people we serve. The Headship Institute is The Evolve Trust's flagship Development Programme and was created by CEO, Claire-Marie Cuthbert, combining theory and practice, it is centred around refining your leadership skills and purpose in line with the Trust's strategic focus. There is also the opportunity to gain a NPQEL.

The Headship Institute will:

- Challenge your thinking and reignite your ambition with the opportunity to learn from some of the world's greatest thought leaders.
- Join a diverse peer group of exceptional senior leaders, sharing experiences and broadening your perspectives.
- Explore the ideas that drive leadership, strategy, change and impact, guided by educational thinkers.
- Elevate your impact through experiential learning designed to provoke ideas and challenge your assumptions.



The Role

The Evolve Trust is seeking a bright, energetic and enthusiastic individual, driven by their values and a desire to make a difference.

Purpose

- To ensure effective curriculum delivery and high-quality teaching and learning;
- To ensure that the curriculum meets all statutory requirements, including PSHE, SMSC and RE.
- Lead on attainment and progress to achieve outstanding outcomes for all students;
- Lead curriculum innovation and design appropriate for our cohorts and in line with the Trust vision;
- Lead on the effective implementation of the curriculum;
- To be responsible for partnership development in relation to developing teaching practice and oversight of NQTs, GTPs and PGCE;
- To lead on aspects of professional development related to curriculum, teaching and learning and quality assurance;
- Support Directors of Curriculum and Subject Leaders in interrogating their progress and attainment data and action planning issues;
- Oversee standards and attainment and coordinate data collection, analysis and presentation to scrutiny boards;
- Coordinate and lead curriculum strategies, including budget allocations across areas against VfM;
- Oversee the coordination of exams across the school;
- Oversee and support the design of the school timetable and staff deployment;
- Report to trust boards as required;
- To act as DSL as required;
- Support and deputise for the Principal as required.

Line-manage: Staff with roles relating to Curriculum and Achievement



Duties – General

- Work in accordance with the Trust's statement of aims and values and implement strategies within policies adopted by governing body.
- Help to raise achievement and aspirations of the students by providing challenge and support to staff.
- Liaise effectively with external agencies and scrutiny boards.
- Carry out the general and specific professional duties as set out in the current 'School teachers pay and conditions document', QTS standards and school documentation for classroom teacher and tutor
- To play a full part in the life of the trust community, to support its vision and values and to encourage and ensure staff and students to follow this example.

Duties – General for Senior Leadership

- Deputise for the Principal and share leadership at the most senior level;
- Make significant contributions to meetings of the Senior Leadership Team, Extended Leadership Team and the Curriculum Team;
- Contribute to the operational management of the school and ensure it functions efficiently and effectively;
- Be a highly visible presence around the school and role-model expectations and standards to staff and students;
- Leadership of the school's Curriculum, assessment and teaching and learning policies: monitoring, review and evaluation;
- Leadership of the school's Assessment & Reporting Policy; its monitoring, review and evaluation with the support of relevant AHTs;
- Make a significant contribution to the Trustee's Scrutiny Board meetings, including appropriate documentation;
- Make a significant contribution to the school's self-evaluation process, including the SIP and SEF;
- Chair relevant meetings as appropriate and be responsible for their effectiveness;
- To lead on any whole school events, including rewards events; .

Duties - Specific

- To improve the quality of learning and teaching by:
 - establishing effective approaches to learning and teaching.
 - ensuring through monitoring curriculum areas, schemes of work are appropriate to the needs of cohort and address all aspects of the Trust's vision and meet statutory requirements associated with SMSC, PSHE and RE.
- To plan and write aspects of the SIP related to learning, teaching, curriculum and professional development and ensure effective implementation.
- To co-ordinate and manage the work of specified leaders within the school so outcomes are in line with or exceed expectations.
- To ensure the effective integration of quality assurance procedures and practices within all aspects of the school's work.
- To schedule quality assurance practices where appropriate in the school calendar
- To ensure that quality assurance practices such as observations, scrutiny of work across year groups are evaluated, reported and action points implemented.
- To develop in conjunction with DHT Scholastic Excellence, the school's practices for engaging pupils in school self-review; support the implementation of surveys and other relevant initiatives.
- To develop the school's practices for engaging parents and other members of the broader school community in school self-review.
- In accordance with the school's practice of distributed leadership, ensure that leaders at all levels maintain ongoing practices in collecting and using evidence to support judgments and planning, so that plans at all levels relate to clearly identified priorities.
- To ensure the maintenance of an effective recording of quality assurance findings and ensure that this information is appropriately disseminated in order to inform school improvement.



- To work with the SLT to ensure relevant tracking/summative data is used effectively.
- To analyse and co-ordinate data collection providing relevant reports to the Principal and Trustees, SIP, leaders, staff and parents on aspects of the school's work related to performance
- To take overall responsibility for staff development in the school related to teaching for learning
- To support the Principal in the implementation of the school's performance management policy
- To ensure, in conjunction with Principal, all staff have a personal support plan and appropriate targets linked to SIP/TIP and own professional needs
- In conjunction with the Principal, align training to PM and utilise opportunities for collaboration through established Trust pathways and new networks to ensure professional needs for staff are met
- To instigate and monitor Support plans when required
- To be responsible for sections of the SEF and Trustee reports
- To be responsible to setting Link (subject) agendas and identifying common strands for action.
- To promote a positive and celebratory ethos within the school through quality assurance.
- To support the Principal in developing links with parents, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development.
- To chair middle leader and AHT group meetings for items related to teaching and learning and curriculum development.



Health and Safety

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Continuing Professional Development

- In conjunction with the Principal, take responsibility for personal professional development, keeping up to date with developments in pedagogy and curriculum development in your area.
- Undertake any professional development necessary as identified in Trust plan.

Additional points

- All staff are required to maintain confidentiality in relation to student's staff and parent information.
- All staff are expected to comply with academy and trust policies
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your line manager. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.
- In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.
- The job description does not form part of the contract of employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

Deputy Headteacher

(Quality of Education)

Terms of Appointments

- The salary band for this position is L16-L20.
- The appointed candidate will be expected to take up the role in September 2021

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter, which clearly demonstrates your suitability for this role, via email to jobs@evolvetrust.org.

Applications can also be submitted by post, for the attention of the HR Department, to the following address:

Human Resources,
The Evolve Trust
c/o The Beech Academy,
Fairholme Drive,
Mansfield,
Nottinghamshire,
NG19 6DX

Application forms

These can be downloaded from the Evolve Trust website www.evolvetrust.org. Wherever possible, please provide email addresses for your referees.

Closing Date/Interviews

The deadline for applications is midday on Friday 26th February 2021.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a criminal record check via the DBS.