

# Deputy Headteacher - School Improvement Team

## 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  
Chief Executive Officer

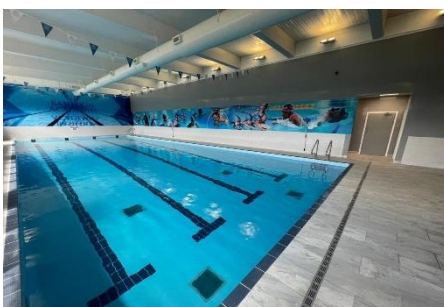


Leading Parent  
Partnership Award



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 (School Improvement Team)

**Responsible to:** Chief Executive Officer

**Salary:** AL14-17

**Generic overview:**

The Deputy Headteacher (School Improvement Team) is a cross academy role responsible for supporting executive leaders & headteachers in the continuous improvement of the Basildon Academies.

The Deputy Headteacher (School Improvement Team) will provide professional leadership and management capacity across our schools.

They will lead on driving, auditing, reviewing and evaluating the key strategies, policies and practices which ensure that the aims of academies and trust are achieved, and our schools continue to deliver improvements in overall effectiveness.

They will provide our (wider) leadership groups with outstanding development opportunities that drive improvement in each academy's overall effectiveness and contributes to the wider vision of The Trust.

**Strategic roles:**

- To provide vision, strategies within the provisions at the trust that deliver improvement in overall effectiveness (against Ofsted framework)
- Drive, and evaluate the development, implementation and success of our strategic plans.
- Attend governance and trust meetings providing reports to the trust governance and committees where appropriate.
- Develop and implement strategies that will expand the trusts education provision and capacity, in line with the trust SDP and academy ADPs.
- Ensure effective implementation of improvement strategies, which lead to sustained improvement in overall effectiveness.
- Collaboration and dissemination work: developing and implementing strategies for deeper and wider collaboration across our schools.
- Develop appropriate evidence-informed strategies for improving effectiveness which are realistic, timely, appropriately sequenced and suited to the school's context.
- Develop a team of outstanding leaders across all levels and areas to support the aims of the trust.
- To work proactively to identify initiatives that could enhance the experience of the students, teachers and leaders in the trust.

- 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.

#### **Responsibilities:**

- Work with Leaders to develop consistent practices that improve overall effectiveness across the trust.
- Lead on agreed school improvement strategies for the trust that align our schools.
- Assist Headteachers and the Executive Team in developing and implementing academy development plans.
- Audit, review, evaluate to ensure our schools fulfil statutory duties (for example with regards to the safeguarding, SEND code of practice etc).
- Take measures to improve academic outcomes by creating environments, pathways and interventions that encourage learning and a culture of high achievement and expectations.
- Maintain a strong, current knowledge of the latest educational developments and lead by example in encouraging colleagues across the academies to be outward facing in their approach.
- Establish and oversee audits, processes, policies and evaluations that enable our schools to operate effectively and efficiently.
- Work with leaders and trust stakeholders to ensure they are best prepared and informed on Ofsted Inspection framework developments, resourcing training where applicable.
- Review and evaluate academy SEFs in relation to the trusts aims, the ADP and previous inspection reports.
- Lead trust strategies that drive a culture of continual professional development.
- Forge constructive relationships beyond the trust, working in partnership with the local community, other providers and agencies.

#### **General**

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection.
- Carry out duties with the due regard to the Trust's policies on equal opportunities, health and safety and quality assurance.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required and participate in performance management and professional development.
- Take on any additional responsibilities, which might, from time to time, be determined by the CEO.
- Research and recommend effective and efficient solutions as required.

## Application Procedure

- i. Read carefully all the information about this post
- ii. If you have any questions, please telephone or email our Recruitment Coordinator, Dani Silk on 01268498683 or email [recruitment@basildonacademies.org.uk](mailto: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](mailto:recruitment@basildonacademies.org.uk)

Mrs Dani Silk  
Recruitment 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.



