



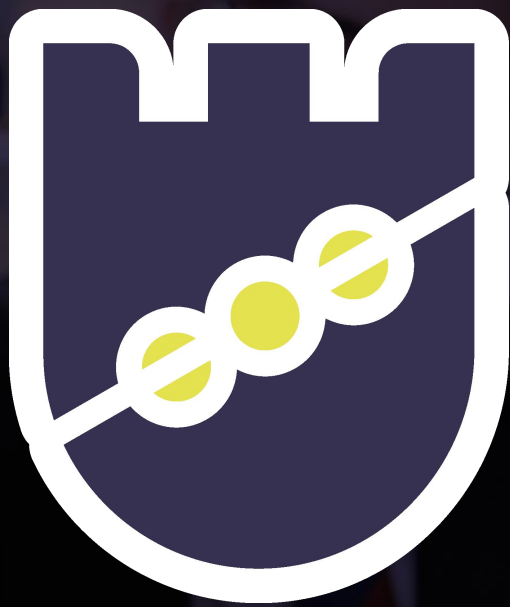
**SIR THOMAS
BOUGHEY
ACADEMY**

Part of



Deputy Head - Student Services

Candidate Information Pack



Welcome from the Headteacher

Dear Applicant,

I am Lisa Shoreman, Headteacher of Sir Thomas Boughey Academy, and I am delighted that you are considering joining our team.

Sir Thomas Boughey Academy is a happy, safe, and ambitious school where every student is known and valued. We are a place where curiosity is sparked and achievements are celebrated, guided always by our values of excellence, kindness, and respect. In 2022, Ofsted confirmed that we are a 'Good' school in all areas, specifically highlighting our high expectations and the genuine care we show to all our students.

We are proud to be part of the Windsor Academy Trust family. This means we are not working in isolation but benefit from the collective strength and shared expertise of fifteen schools working together. While we have our own unique identity and a strong connection to our local community, we are united by a single moral purpose: to unlock the academic and personal potential of every child in our care.

As a member of our team, you will play a vital role in this mission. Whether you are joining our teaching staff or our professional services team, you will help us achieve our goals by:

- **Igniting Curiosity:** You will help deliver lessons that are rich, challenging, and designed to make learning exciting, ensuring every child has the chance to shine.
- **Building Character:** Beyond the classroom, you will support our 'Boughey Extra' programme. This offers a huge range of activities from sports and the arts to leadership, helping students grow into well-rounded individuals.
- **Fostering a Sense of Belonging:** Success at our school is built on determination and support. You will be part of a team that ensures every child feels safe, valued, and encouraged to do their very best.

We are looking for passionate, collaborative individuals who share our values and our commitment to excellence. You will join a talented team supported by a culture of empowerment and professional growth, where we work together to ensure every child in our family thrives.

If you are ready to help our students find their passion and reach their full potential, I look forward to receiving your application.

Yours sincerely,

Lisa Shoreman
Headteacher

Our School



Sir Thomas Boughey Academy is an 11 to 16 secondary school in Newcastle under Lyme. We provide a safe, happy and stimulating environment where students are motivated to learn and reach their full potential. Our overarching belief as a school is that every child has the right to an excellent education, and the opportunity to flourish under the guidance of our devoted staff. We build confidence and character, qualities all children need just as much as academic success. Our number one goal is that every student leaves us having achieved their absolute potential, armed with the resilience, ambition and integrity that will allow them to create the future that they crave.

Our 2024/25 highlights

- **Exceptional Maths Achievements:** Several students were recognised in the UKMT Junior and Intermediate Maths Challenge, with one student achieving the "Best in the Intermediate Challenge" award.
- **Reader Leaders Programme:** The school's peer mentor programme saw 14 trained Reader Leaders support weaker readers, helping them improve their fluency and confidence.
- **Outstanding Musical Talent:** Students achieved excellent results in their music examinations, with multiple distinctions and merits across a range of grades.
- **ASPIRE Days:** The school successfully launched ASPIRE Days with a focus on careers, personal development, and PSHE. These days, which included external speakers, received positive feedback from students.
- **Community Action:** Students from the Community Action Group joined the Minnie Pit memorial committee to maintain the site, planting trees and bulbs to help it win a prize in the Newcastle in Bloom competition.
- **Digital Excellence:** The school was recognised as a Microsoft Showcase School for the second consecutive year. Staff have also begun exploring the use of AI to support students and improve learning.
- **Inaugural Activity Week:** The school successfully launched its first-ever Activity Week, offering a diverse range of memorable experiences for all year groups, including trips, sports day, and hands-on activities.
- **Strong Community Links:** Senior Student Leaders continued their monthly attendance at Audley Parish Council meetings, updating the community on school successes and improving the local perception of the school.
- **Visit to Houses of Parliament:** Following a visit from the local MP, 10 student senators visited the Houses of Parliament, where they sat in on Prime Minister's Questions and met with their MP.
- **Improved Attendance:** The school achieved a 3.1% rise in whole-school attendance, with significant improvements in all year groups, placing the school well above the average for similar schools.

"Since our eldest started in 2015, Sir Thomas Boughey has been a stepping stone of support for our children. The school is a safe space where students, parents and staff are all encouraged to be their best selves. They supported us so well through unprecedented times like the COVID-19 pandemic, keeping our children at the heart of every decision. The school also champions extracurricular activities, allowing pupils to thrive in sport, music and the arts. What makes it truly special is that the teachers don't just see them as students - they see them as individuals who are nurtured and understood. We're incredibly proud parents." - **Sir Thomas Boughey Academy parent**



Welcome from CEO

Dear WAT Family Candidate,

As the Chief Executive Officer of Windsor Academy Trust, I am delighted that you are considering joining our family.

We are a family of 15 primary and secondary schools, united by a single, unwavering moral purpose: **to unlock the academic and personal potential** of every young person we serve. For our 1,200 staff and 10,000 students, Windsor Academy Trust is more than an organisation, it is a family.

We are exceptionally proud of the reputation we have built together. Our schools serve diverse, vibrant communities across the West Midlands, achieving results that are significantly above the national average. But we believe that schools should be more than just places of learning; they are **civic anchors**. We take our role as leaders in our communities seriously, working tirelessly with our partners to ensure our children and their families can thrive, both inside and outside the school gates.

Being a great employer is at the heart of who we are. We were thrilled to receive the Edurio 'Trust Value Award', a testament to the strong sense of belonging our staff feel. As an Associate College for the National Institute of Teaching, we don't just offer jobs; we offer journeys of professional growth and transformation.



Dawn Haywood
Chief Executive Officer



15
SCHOOLS



10000
CHILDREN



1200
STAFF

Job Description

Salary	L13 - L17
Reporting to	Headteacher
Responsible for	Pastoral Team
Location	Sir Thomas Boughey Academy

Job Purpose

Carry out “the duties of a school teacher” as set out in the Conditions of Service for School Teachers in England and Wales. Fulfil the role of subject teacher.

To do other reasonable tasks as laid down in the School Teacher Pay & Conditions document and as required from time to time at the discretion of the Headteacher

Lead by example, provide inspiration, motivation and embody for the students, staff, the Local Community Committee and parents, the vision, purpose and leadership of Sir Thomas Boughey Academy.

Sir Thomas Boughey Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced criminal records check.

Strategic Direction and Development of the School

Working with the Headteacher and Leadership Team to help develop a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context.

1. **Specific Duties:** Undertaking the following responsibilities:

- Lead by example, provide inspiration and motivation and embody for the students, staff, governors and parents, the vision, purpose and leadership of the school.

Work with the Headteacher and Leadership Team to:

- Create an ethos and provide educational vision and direction which secure effective teaching, successful learning and achievement by students and sustained improvement in their spiritual, moral, social, cultural, emotional and physical development, and prepare them for the opportunities, responsibility and experience of adult life.
- Promote and safeguard the safety and welfare of students.
- Help create and implement a School Improvement Plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that students achieve high standards and make progress, increasing teachers’ effectiveness and securing school improvement.

- Ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.
- Ensure that the management, finance organisation and administration of the school support its vision and aims.
- Ensure policies and practices take account of national, local and school data and inspection and research findings.
- Monitor, evaluate and review the effects of policies and targets of the school in practice, and take action if necessary.
- Attend Local Community Committee (LCC) Meetings when appropriate.

2. Learning and Teaching

Work with the Headteacher and Leadership Team to secure and sustain effective teaching and learning throughout the school; monitor and evaluate the quality of teaching and standards of students' achievements; use benchmarks and set targets for improvement.

Work with the Headteacher and Leadership Team to:

- Create and maintain an environment and a code of behaviour which promote and secure good teaching, effective learning, high standards of achievement, good behaviour and discipline, and which enables teachers to meet their professional standards
- Determine, organise and implement the curriculum and its assessment; monitor and evaluate it in order to identify and act on areas for improvement.
- Develop teaching and learning throughout a range of strategies including coaching and sharing best practice and CPL to raise student achievement and increase engagement.
- Ensure that appropriate support is put in place and monitored to improve student progress.
- Ensure that appropriate support is put in place and monitored to improve student progress.
- To lead in the implementation of policies and practice which promote equality of opportunity and tackle prejudice.
- Develop effective links with the community, including business and industry, to extend the curriculum, enhance teaching and learning and develop community cohesion.
- Create and maintain an effective partnership with parents to support and improve students' achievement and personal development.

3. Leading and Managing Staff

Members of the Leadership Team work with the Headteacher to lead, motivate, support, challenge and develop staff to secure improvement.

You will:

- Maximise the contribution of staff to improving the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and students.
- Plan, delegate, support, motivate and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation and accountability.
- Implement and sustain effective systems for the Appraisal of staff.
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs.

- Lead professional development of staff through example, support and co-ordinate the provision of high quality professional development within area of responsibility.
- Sustain own motivation and that of other staff.
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of Teachers, including those for the Leadership Team.

4. Efficient and Effective Deployment of Staff and Resources

Members of the Leadership Team work with the Headteacher to deploy people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context.

You will:

- Support the Headteacher, Local Community Committee (LCC), and Middle Leaders to recruit and retain staff of the highest quality and put in place succession planning.

Work with the Headteacher and Leadership Team to:

- Deploy and develop all staff effectively in order to improve the quality of education provided
- Set appropriate priorities for expenditure, allocate funds and ensure effective administration and control.
- Manage and organise accommodation efficiently and effectively to ensure that it meets with needs of the curriculum and health and safety regulations.
- Manage, monitor and review the range, quality, and use of all available resources in order to improve the quality of education, improve students' achievements, ensure efficiency and secure value for money.

5. Accountability

Members of the Leadership Team work with the Headteacher to help evaluate the efficiency and effectiveness of the school.

You will:

- Provide information, objective advice and support to the Headteacher to enable her to meet her responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money.
- Help create and develop an organisation in which all staff recognise that they are accountable for the success of the school.
- Help present a coherent and accurate account of the performance of all aspects of Student Services in a form appropriate to a range of audiences, including local advisory board, the local community, OFSTED, and others.
- Help ensure that parents, students and stakeholders are well informed about the curriculum, attainment and progress, and about the contribution that they can make to achieve the school's priorities for improvement.

Specific Responsibilities: To lead on all aspects of Student Services Years 7 - 11

- Take responsibility for promoting and safeguarding the welfare of students including line management of the Designated Safeguarding Lead for the school
- Being the school's Deputy Designated Safeguarding Lead
- To lead on attendance and punctuality – promotion, monitoring and intervention
- Ensure compliance with statutory requirements regarding attendance
- To lead on behaviour and rewards. To develop new strategies to ensure positive behaviour
- To lead on Primary Transition and liaison with Sir Thomas Boughey's feeder primary schools including organisation of New Intake evenings
- To promote Sir Thomas Boughey Academy within the community
- To lead the Student Services team – Assistant Headteacher for Inclusion, Inclusion Manager, Attendance officer, Student Services Assistants, Safeguarding Officer and Student Services Admin Assistant
- Through line management of the Assistant Headteacher, oversee on RSE/PSHE and British Values within the Tutor Programme and across the curriculum
- To run a staff duty system and ensure it secures positive behaviour and a safe environment
- To celebrate achievement through the organisation of Awards Evenings
- To support the professional development of staff through student service related CPL
- To quality assure all aspects of Student Services
- To oversee on uniform, rewards and behaviour
- To oversee provision enabling all students to unlock their personal potential
- Through line management of the Assistant Headteacher, have oversight of Careers, work Experience and Enterprise
- Suspensions Co-ordinator
- Alternative Provision Co-ordinator
- To oversee on counselling, vulnerable students, external agencies and other external support
- Parent Partnerships
- Deputise for Headteacher when required

Person Specification

Area	Essential	Desirable
Qualifications		
Degree or equivalent	✓	
Qualified Teacher Status	✓	
Evidence of continuous professional development	✓	
Work related experience/Specialist knowledge		
Member of a Leadership Team	✓	
Experienced Senior Leader	✓	
Evidence of impact of current role and a track record of success in outcomes	✓	
An outstanding practitioner	✓	
Expert knowledge of pedagogy and curriculum	✓	
Expert in measuring impact	✓	
Able to accept autonomy and operate professionally maintaining the trust of colleagues	✓	
Experience of coaching, mentoring and leading training	✓	
Aptitudes, skills and abilities		
Enthusiastic in leading students and staff with evidence of success	✓	
Energetic with a high work rate that promotes this in others	✓	
Commitment to success for all students and ability to motivate them to this aim	✓	
Good motivational and leadership qualities	✓	
Evidence of, and willingness to, contribute to extra-curricular activities	✓	
Ability to set targets, meet deadlines and to work under pressure	✓	
Demonstrable ability to work with external partners to the benefit of the school	✓	
Ability to challenge poor performance	✓	
Ability to present coherent and accurate reports depicting performance to other stakeholders	✓	

Area	Essential	Desirable
Aptitudes, skills and abilities cont'd		
Ability to manipulate data and use it for analysis and improvement	✓	
An understanding of headline accountability measures and how to use these to raise standards	✓	
To have led quality assurance at a senior level		✓
Other		
Experience of current Child Protection guidelines and commitment to safeguarding students.	✓	
Ability to support the lead on safeguarding practice.	✓	



Working for Windsor Academy Trust

We believe it is important to be a great place to work. In addition to a competitive salary we offer:

Pensions

As a staff member you have access to the Local Government Pension Scheme and Teachers' Pension Scheme - both generous schemes with the employer contributing up to 20% plus. This also provides a death in service benefit of three times your salary.

Pay progression & career pathways

As well as any nationally agreed pay award (a salary increase linked to inflation), our employees have access to pay progression according to their grade.

We offer a number of career pathways from teaching and other classroom based roles to administration and IT. If you're interested in progressing on your career journey or taking a new career pathway, you should discuss this further with your line manager at your annual appraisal.

Continual Professional Learning (CPL)

Windsor Academy Trust has developed exceptional teachers, leaders and professional services staff in schools for over a decade. We have an excellent reputation for delivering outstanding and innovative professional development for teachers, leaders and professional services staff at all levels, across the Midlands and beyond. Our professional development offer ranges from Initial Teacher Education, to the Early Career Framework as well as leadership development programmes such as National Professional Qualifications (NPQs) as well as networking groups for a number of roles.

Employee Assistance Programme

Windsor Academy Trust has signed up to an Employee Assistance Programme with the Education Support Partnership which provides a support line to access a range of practical and emotional help 24/7, including counselling sessions, financial, legal and practical support from qualified professionals on a range of personal issues as well as access to online health and wellbeing resources and a specialist information service.

Free flu vaccinations and eye tests

For a number of years, Windsor Academy Trust has provided free flu vaccination vouchers so that you can protect yourself over the winter months. We also provide free eye tests for display screen equipment users, which applies to the majority of our employees.

Cycle to work scheme

For those who do not live too far from work, cycling instead of driving or taking public transport could be a good option to save on travel costs. Our cycle to work scheme helps Windsor Academy Trust employees to purchase a brand new bike and spread the cost over 12-18 months. To find out more, visit [The UK's Most Popular Cycle to Work Benefit - Cyclescheme](#).

Food and leisure discounts

Windsor Academy Trust has signed up to access Vivup - the leading wellbeing and benefits provider to the public sector - meaning our employees can benefit from lifestyle savings on films, leisure activities, dining out, family essentials and many more popular categories.

Reduced childcare costs

For working parents, childcare costs can be a significant financial burden. However, there are some solutions available to staff that may help ease short-term financial pressures around childcare. You may be eligible for the Government's tax-free childcare scheme. Find out more by visiting [Tax-Free childcare at gov.uk](#). Should you need them, flexible working and paid time off for caring responsibilities policies are available upon request. Visit the [Policies and Procedures](#) section on the Windsor Academy Trust website for full details.

Local Credit Union

Windsor Academy Trust is now a partner employer with Castle & Crystal Credit Union based in Dudley. They are a not-for-profit financial co-operative who provide affordable loans and secure savings for all who live or work in the West Midlands. Loans repayments can be made directly from your salary.

Flexible Working

Windsor Academy Trust supports and is open to flexible working.

Safer Recruitment In Education: Information For Applicants

- WAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- We have a number of policies and procedures that contribute to our safeguarding commitment, including our child protection policy which can be viewed at windsoracademytrust.org.uk/governance.
- It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.
- Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.
- We will ensure that our concerns are discussed with parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.
- We actively support the Government's Prevent agenda to counter radicalism and extremism.

What we will provide:

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post; including safeguarding responsibilities.
- a person specification which will include a specific reference to suitability to work with children.

All applications for employment will be required to complete an application form online, containing questions about their academic and full employment history, and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in their employment history.

References

References will be requested with your consent, at the selection stage directly from the referee.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-employment checks

- It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
- An enhanced DBS check is required for all successful applicants.
- Prohibition, overseas and section 128 checks will also be completed if necessary.

Child Protection and Safeguarding Policy

View our Child Protection and Safeguarding policy at windsoracademytrust.org.uk/policies





**Station Road, Halmer End, Newcastle,
Staffordshire, ST7 8AP**



01782 729400



office@stb.academy



www.sirthomasbougheyacademy.org.uk

