



Armthorpe
Academy

Enriching Lives, Inspiring Ambitions

RECRUITMENT PACK

Director of Business & Enterprise



Consilium
Academies

Enriching Lives, Inspiring Ambitions

Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Director of Business & Enterprise at Consilium Academies.

At Consilium, we believe in enriching lives and inspiring ambitions through our values of:

Partnerships

Opportunity

Integrity

Excellence

Equity

Being people-centred

We recognise the unique value of each individual, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential. To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

Our focus on being people-centred extends to providing exceptional professional development for all members of our Trust, including teaching and support staff. This commitment is reflected in our Centre for Professional Learning, where colleagues have access to tailored training opportunities and resources to meet their specific needs.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our academies align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally. We aim to instil a passion for lifelong learning and continual improvement among our academies, staff and students, empowering them to pursue their aspirations and ambitions. Our goal is to create a family of academies that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed. We also value our stakeholders as partners in our collaborative efforts with the communities we serve.

Consilium Academies is currently undergoing significant development with numerous opportunities for all staff. Joining us now presents an exciting prospect for professional and personal growth.

Michael McCarthy
Chief Executive Officer of Consilium Academies.

Welcome from the Headteacher

Welcome to the Armthorpe Academy

I am delighted to extend a warm welcome to you as a potential new member of our dedicated team here at the Armthorpe Academy. It is with great enthusiasm that we consider your interest in joining us as we continue our commitment to providing an outstanding educational experience for our students.

At the Armthorpe Academy, we take pride in our strong tradition of excellence in education, and it is our dedicated staff that plays a pivotal role in achieving this. We believe in fostering an environment where each staff member can thrive personally and professionally, contributing to our shared mission of nurturing young minds and shaping the leaders of tomorrow.

As the Headteacher of the Armthorpe Academy, I want to emphasise our commitment to:

- **Educational Excellence:** Our school has a long history of academic success, and we are committed to maintaining and improving the quality of education we offer. We believe in fostering a culture of continuous learning for both students and staff.
- **Inclusivity and Diversity:** We value diversity and inclusivity and strive to create a welcoming and inclusive environment where all students and staff feel valued and respected.
- **Professional Development:** We encourage and support the professional growth of our staff through ongoing training, workshops, and opportunities for career advancement.
- **Community Engagement:** We are deeply connected to our community and believe in forging strong partnerships with parents, students, and the wider community to create a positive learning environment.
- **Well-being:** We prioritise the well-being of our staff, recognising that a happy and healthy team is essential for the success of our school.

As a potential member of our team, you would have the opportunity to contribute your unique skills and talents to our school community while being part of a collaborative and supportive team that shares a common passion for education.

Thank you for considering the Armthorpe Academy as your potential workplace. We are excited about the prospect of having you join our team and contribute to the continued success of our school. I look forward to the possibility of working with you and witnessing the positive impact you can make on our students' lives.



About the Academy

Armthorpe Academy is an 11-16 school located in the town of Doncaster, South Yorkshire. The learning our children experience is a broad and balanced diet that provides intellectual, moral, creative and emotional stimulation. It is an exciting time to be part of our academy, as with the support of Consilium, we are constantly working to develop and evolve our curriculum and pedagogy to ensure all students can flourish. This means not only striving to fulfil the academic potential of all our learners, but also teaching our young people how to care for themselves mentally and physically, as well as facilitating opportunities for them to enjoy and live life to the full beyond the taught curriculum.

At Armthorpe, we believe every learner is an individual with a unique personality, characteristics and the potential to shine. Inclusion therefore lies at the heart of everything we do. Childhood is changing. Our learners are growing up in a world defined by fast-paced technological development living increasingly online, in spaces adults sometimes struggle to understand. We place great value on preparing our learners to thrive in 21st century Britain, not just academically but socially, emotionally, morally and culturally too. It has never been more important to equip our students to adapt to and embrace change, develop their resilience and creative thinking skills whilst instilling a real love of learning. The development of the whole person is imperative to us.

Respect	<ul style="list-style-type: none"> • Being a leader: Doing the right thing when no-one is watching (both inside and outside of school). • Executing the basics: Smiling, saying please/thank you, opening doors and treating others how we would want to be treated ourselves. • Following and accepting rules without argument.
Responsibility	<ul style="list-style-type: none"> • Being responsible: doing the 'things' you are supposed to do. • Accepting responsibility: enjoying praise for 'things' you have done well (positive choices) and admitting to and accepting the consequences for 'things' you have not done well (poor choices). • Role modelling responsibility: encouraging others to make positive choices.
Resilience	<ul style="list-style-type: none"> • Being prepared to embrace challenges and unknown situations. • Bouncebackability! Realizing sometimes we must try things several times before we learn or find a solution. • Being ruthless and relentless in striving for success – we do not stop until we are as good as we can be!
Pride	<ul style="list-style-type: none"> • Constantly working hard – nothing replaces hard work. • Actively listening to others so we are always learning and improving, know it, own it, do it! • Thinking for ourselves and never being afraid to share our ideas/thoughts when requested – we aim for solution focused creative minds
Ambition	<ul style="list-style-type: none"> • If our dreams do not scare us, they are not big enough. • Having a dream we can articulate. • Understanding what excellence looks like and constantly striving for it.

In January 2019, we were judged by Ofsted to be 'Good' in every category which is testament to the hard work and dedication of the staff and students. As Armthorpe grows and develops as part of the Trust, this new appointment will play an integral part in shaping the future of the school.

About the Trust

The Consilium Mission

“Enriching Lives, Inspiring Ambitions”

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred approach to education.

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

- The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;
- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Interim Chief Executive, Tracey Greenough. The team provide direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 34 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Vivup. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- An excellent CPD offer for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations

About the Role

Job Title: Director of Business & Enterprise

Start date: 15th April 2024

Hours: Full time

Contract: Permanent

Salary: L5 – L9 (£52,074 - £57,482)

Are you passionate about Business & Enterprise and determined to make a real difference? We are seeking to appoint a committed and inspirational Director of Business & Enterprise who is able to obtain the best outcomes for their pupils.

We are looking for someone who is passionate about their subject and determined to impart knowledge, skills and understanding to all our young people, whilst exciting and engaging them in their learning. Candidates will have the drive and motivation to continually improve the department, whilst understanding the importance of developing a positive culture.

We are looking for:

- An inclusive individual, with high expectations of their students, who is committed to maximising rates of progress and has innovative ideas to support all pupils
- Someone with a sense of humour, who understands the importance of developing a positive culture in our organisation.

If you feel you share our values, have the vision and drive for excellence and want to be part of an enthusiastic and dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

The successful candidate will present the best possible example of professional standards to colleagues.

To apply please download and complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to Dawn McKinna at ARM-recruitment@consilium-at.com

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The closing date for applications is 23rd February 2024

Interviews will take place on 26th February 2024

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.

In accordance with our statutory obligations under Keeping Children Safe in Education Consilium Academies is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Consilium Academies might want to explore with you. Further information on online searches can be found in paragraph 221 of Keeping Children Safe in Education.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.

Job Description

Job Title:	Director of Business and Enterprise
Based at:	Armthorpe Academy
Grade:	MPS/UPS + TLR 2c

Main purpose of the Role

- To lead and manage the implementation of a challenging, coherent and cumulative Business and Enterprise curriculum that leads to excellent outcomes.
- Leadership and Management of all aspects of the Business and Enterprise curriculum area, linking with other subjects where possible.
- Implementation of Business and Enterprise curriculum and related projects
- Achievement of consistently outstanding teaching, learning and assessment in Business and Enterprise.
- Achievement of outstanding pupil progress and attainment in Business and Enterprise.

Core Responsibilities & Tasks

Teaching

- To undertake an appropriate programme of teaching demonstrating excellence at all times
- To maintain the national standards for QTS/Performance Threshold/LT/Subject Leaders
- Teach all year groups to an outstanding level
- Contribute to PSHCE and SRE according to school policy
- Act as a role model for others through the setting of high personal standards of classroom practice in order to develop a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline
- Have a substantial role in promoting an atmosphere conducive to effective teaching and learning ensuring that pupils are exposed to the highest quality teaching
- Oversee the preparation and delivery of schemes of work for all year groups in order to promote continuity, breadth, balance and progression in pupils' learning, ensuring that each pupil has the opportunity to maximise his / her potential
- Lead and take responsibility in the management of pupil behaviour within the Curriculum Area and ensure that relationships between staff and pupils are harmonious leading to highly productive and well-motivated classes

Operation/Strategic Planning

As Director of Business and Enterprise you will:

- Participate in the decision and policy making process relating to the wider needs of the school
- Promote an atmosphere conducive to effective teaching and learning
- Support the vision, ethos and policies of the school and promote high levels of achievement throughout the school
- Be an active and responsible member of the Senior Leadership Team, in an operational and strategic manner
- Line manage other Curriculum Leaders dependent on the needs of the school
- Actively support the Head Teacher, Governors and staff in the promotion and achievement of the aims and objectives of the school
- Be involved in the planning, monitoring, evaluation and development of the school curriculum through the School Improvement and Development Plan
- Through middle leadership meetings contribute to the school's organisation and overall strategy of the school
- Act as a role model for others through the setting of high personal standards of classroom practice in order to develop a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline

- Undertake the implementation of performance management of colleagues and integrate this into their professional development.
- Participate where appropriate in the appointment of teaching and support staff
- Write a subject improvement and development plan, set teaching and academic targets and embed a meaningful monitoring and review process
- Develop all Curriculum Area teachers to ensure teaching is consistently effective
- Monitor and assess teaching, learning and assessment in English.
- Assist in the professional development of teachers, supervise and support trainee teachers and NQT's
- Manage the Curriculum Area budget to ensure value for money and impact on teaching, learning and attainment
- Ensure staff are well informed on all aspects of school life relating to the post of Director of STEM in order to promote good communication and high morale
- Encourage the practice of working as a team
- Show commitment to the extra-curricular activities of the school and particularly those of your Curriculum Area
- Assist the Headteacher in maintaining and developing a positive and constructive partnership with parents and the local community

Curriculum Provision

- To liaise with the SLT Link Line Manager and relevant teachers to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum and intervention programme which complements the School Improvement and Development Plan
- Be accountable for the development and delivery of curriculum programmes
- Lead curriculum development for the whole Curriculum Area
- Keep up to date with National developments in the curriculum area, teaching practice and methodology
- Actively monitor and respond to curriculum development and initiatives at National, Regional and local levels
- Liaise with the SLT link Line Manager to maintain accreditation with the relevant examination and validating bodies
- Ensure that the development of schemes of work is in line with National developments

Curriculum Development

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment policies, teaching and learning strategies in the Curriculum Area
- Undertake the day to day management, control and operation of course provision within the Curriculum Area, including effective deployment of staff and physical resources
- Actively monitor and follow up pupil progress, producing a termly report and analysis on pupil progression for the SLT link
- Manage Curriculum Area finances using the School Improvement and Development Plan to generate Curriculum Area Improvement and Development Plans and targets
- Liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies
- Responsibility for the on-going assessment of pupils within the Curriculum Area, identifying and taking appropriate action on issues arising from data and reports; setting deadlines where necessary and reviewing progress on the action taken
- In conjunction with the relevant SLT Link / Data Manager manage the Curriculum Area's collection of data
- Be responsible for the presentation of display areas and rooms, in particular pupils' work, ensuring that the rooms and furnishings are safe, in good condition and free of damage / graffiti

- Hold minuted Curriculum Area meetings at least in line with the school calendar, such that they provide appropriate and effective channels of communication and represent Curriculum Area staff views at appropriate meetings
- Submit reports to the Headteacher on the work of the Curriculum Area, including areas of development to meet the identified needs of the School Improvement and Development Plan
- Produce reports on examination performance
- Advise on staffing, resources and timetabling requirements for the Curriculum Area
- Implement all school policies and procedures e.g. equal opportunities, Health & Safety, COSHH, risk assessments etc.
- Work with colleagues to formulate aims, objectives and strategic plans for the Faculty which have coherence and relevance to the needs of the students and to the aims, objectives and strategic plans of the school
- Responsibility for all stock held within the Curriculum Area and to ensure that an up to date record is kept and audited annually
- Formulate an annual Curriculum Area Improvement and Development Plan in line with the School Improvement and Development Plan and to monitor and evaluate progress.
- Monitor the overall behaviour and progress of pupils through the collation of data which provides an overall picture of each pupil, monitoring and dealing with concerns
- Oversee subject entries in external examinations and where appropriate, to co-ordinate appropriate coursework requirements.
- Undertake any other reasonably related tasks requested by the Headteacher or SLT on behalf of the Headteacher

Staffing

- To work with the Deputy Headteacher and Associate Assistant Headteacher (Quality of Education) to ensure that CPD needs are identified and that appropriate programmes are designed to meet such needs
- To continue own professional development as agreed with Senior Link
- To be responsible for the efficient and effective deployment of support staff assigned to lessons to ensure the support provided to individuals and groups is having a significant impact on academic and technical progress
- To undertake Performance Management Review (s) and to act as reviewer for a group of staff within the Curriculum Area and to integrate this into their professional development
- Monitor and support the overall progress and development of pupils within the Curriculum Area
- Ensure the behaviour management system is implemented in the Curriculum Area so that effective learning can take place
- Ensure that all members of the Curriculum Area are familiar with its aims and objectives
- Represent the Curriculum Area's views and interests at Management Meetings
- Work with the SLT link in order to ensure that the Curriculum Area's teaching commitments are effectively and efficiently time-tabled and roomed
- Make arrangements for classes when staff are absent, ensuring appropriate cover within the Curriculum Area by liaising with the Cover Manager
- Participate in the interview process for teaching posts when required and to ensure the effective induction of new staff in line with school procedures
- Promote team work and motivate staff to ensure effective working relationships

Quality Assurance

- To ensure the effective operation of self-review and other quality procedures and to ensure adherence to those within the Curriculum Area
- To establish the process of the setting of targets within the Curriculum Area and to work towards their achievement

- To contribute to the school procedures for lesson observation and monitoring
- Establish common standards of practice within the Curriculum Area and develop the effectiveness of teaching and learning styles in all subject areas within the Curriculum Area
- Ensure effective communication / consultation as appropriate with the parents of pupils
- Monitor and evaluate the Curriculum Area in line with agreed school procedures including evaluation against quality standards and performance criteria
- Produce reports within the quality assurance cycle for the Curriculum Area
- Provide the Local Academy Board with relevant information relating to the Curriculum Area's performance and development
- Encourage the practice of working as a team
- Show commitment to the extra-curricular activities of the school and particularly those of your curriculum area
- Assist the Headteacher in maintaining and developing a positive and constructive partnership with parents and the local community
- Be accountable for the work of all members of staff teaching in your Curriculum Area
- Work in collaboration with the designated member of the SLT in planning induction programmes for new staff, including trainees, early careers teachers and teachers new to the subject

Marketing, Communication and Liaison

- To contribute to the school liaison and marketing activities e.g. the collection of material for press releases
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days / Evenings and other events
- Actively promote the development of effective subject links with external agencies
- To ensure effective communication/consultation as appropriate with the parents of pupils
- To contribute to the planning and delivery of school liaison activities
- To liaise with the Exams Officer about exam entries.

Management of Resources

- Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Curriculum Area budget, acting as a cost center holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records

Pastoral System

- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description where applicable

School Ethos

- To play a full part in the life of the school community, to support its distinctive vision and ethos and to encourage and ensure staff and students to follow this example
- To promote actively the school's corporate policies

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control

- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust or Academy.
- The Trust operate a no smoking policy.

Person Specification	
Essential Criteria	Method of Assessment
Qualified Teacher Status; degree level or higher	AF/C
Permitted to work in the UK	AF/C
A firm commitment to comprehensive education, with a willingness to teach more than one subject across all abilities.	AF/I
Evidence of teaching at an outstanding level along with the ability to reflect on lessons and continually improve own practice	AF/I
A knowledge of and enthusiasm for your subject; the desire and ability to convey this to the students of the school.	AF/I
A good working knowledge of teaching and learning reflected in own practice, including experience of raising attainment.	AF/I
Experience of having designed, implemented and evaluated effective, imaginative and stimulating schemes of work and project based learning activities	AF/I
A willingness to participate fully as part of a faculty team, being an effective team member and leader who demonstrates resilience, motivation and commitment to drive up standards of achievement	AF/I
Ability to lead on assessment, evaluation and attainment of all pupils. Understands and interprets complex pupil data to drive lesson planning	AF/I
Able to set and deliver high expectations for accountability and consistency and embed a culture of learning amongst staff and pupils that creates an ambitious, purposeful and highly motivating environment	AF/I
Excellent classroom practitioner who models, mentors and monitors workplace behaviour	AF/I
A commitment to student support and guidance.	AF/I
Desirable Criteria	Method of Assessment
Experience of working in more than one school / experience as a middle leader	AF/I
A willingness to participate in extra-curricular activities and go above and beyond for our students	AF/I
Ongoing CPD such as middle leader/senior leader course	AF/I/C
To be involved in In-class support across the curriculum and an interest in study skills.	AF/I