



Lipson

Academy

Recruitment Pack for Head of Department-Business with Work Experience

Closing Date: Friday 4th October 2024

Ted
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TRUST

Ted Wragg Trust



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An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



Welcome from the Ted Wragg Trust CEO, Moira Marder



On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

Our Values



Selflessness

- put **children** at the heart of all we do
- prioritise others and build **healthy teams**
- **be brave**

Ambition

- **work hard**
- **strive** to be even better
- be the **best** we can

Collaboration

- build **trust**
- build strong **relationships**
- be **stronger together**

How will we succeed?





Welcome from Martin Brook, Headteacher

Welcome to Lipson Co-operative Academy, a school at the heart of its community trying to ensure that every single student is given the best possible opportunity to reach their true potential. We put culture first and believe that everything else follows.

At Lipson we like to do things a bit differently. Kindness is at the heart of everything we do so therefore the relationships between our people at all levels are crucial. Lots of schools talk about the importance of this, but for us it is the foundation upon which everything we do is built. In the classroom and around the school it is the quality of the relationships between our staff and our students that underpins every aspect of our work.

If you join us, you are not just joining a school; you become part of a family. It is a place where everyone is valued and known as an individual. Staff wellbeing is an integral part of our ethos and we are not afraid to say no to the latest initiative or gimmick if we do not think that it will add value to what we are already doing. Our core purpose is to raise levels of student achievement and we will only put our efforts into anything that we believe will have a positive impact on this simple mantra. However, Lipson is also about working together and we aim to create an environment where students and staff can have fun, be valued and thrive.

We want our students to be confident, well rounded individuals who are fully prepared and able to play a full role in the world in which they live. It is important that they leave Lipson with the necessary skills and qualities required to make a contribution to society, but it is also vital that they leave us with the necessary qualifications to earn their way in the world.

Our students are fantastic young people and they are rightly very proud of their school. Our role is quite simple. It is to do everything we can to enable the teachers here to teach to the very best of their ability so that our students can learn to the best of theirs.

We think we are on to something special here at Lipson; come and join us and be the one that makes the difference. We warmly invite you to visit our school to experience for yourself its unique atmosphere and see the outstanding opportunities we offer our students

Martin Brook
Headteacher

Key Details

Job Title: Head of Department-Business with Work Experience
Location: Lipson Co-operative Academy, Bernice Terrace, Plymouth, PL4 7PG
Salary: MPS / UPS with TLR 2B of £5,353
Hours of work: Full Time
Start Date: January 2025
Responsible to: Assistant Headteacher
Closing Date: Friday 4th October 2024



How to apply

If you would like an informal conversation about this role with the Headteacher - Martin Brook please contact amy.humphries@lipson.plymouth.sch.uk

Please use the application form available on the school or trust websites and email it to: hr@lipson.plymouth.sch.uk



Job Description

Summary of the Role:

Teachers at Lipson Co-operative Academy are expected to make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers must act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and must be self-critical; forge positive professional relationships; and work with parents/carers in the best interests of their students. Teachers at Lipson are expected to commit to and promote the values and principles of the international co-operative alliance. The values are Social Responsibility, Self-help, Self-responsibility, Solidarity, Equality, Equity, Democracy, Openness, Caring for Others and Honesty

As a teacher at Lipson it is expected that you will consistently:

ENTHUSE your teaching groups with both your subject and the process of learning. You will have high expectations of your students and classes, continually raising aspirations and broadening their horizons.

ENCOURAGE all students, including those who may be quiet or low profile within classes, and those who find it harder to learn than others to ensure all students make exceptional progress.

SHAPE your teaching methods to meet the needs of individuals and collaborative working groups effectively to allow them to make exceptional progress.

CHALLENGE students to think for themselves in new ways and set stretching but attainable targets.

SET and **DEMAND** a rigorous **PACE** and rigour to teaching and learning.

STIMULATE inclusive involvement and discussion of the learning material within classes and tutorials.

INSPIRE and command respect of students, their families, and the community; leading by example and setting high professional standards in all aspects of your work, dress and behaviour.

COMMUNICATE individual student progress effectively with students and their families.

LISTEN and get **FEEDBACK** from students and colleagues to inform and improve future practice.

CONTRIBUTE to the outstanding ethos of the Academy, to the morale of colleagues and to the extra-curricular life of the Academy.

INVEST in your own learning and be proactive in your own continuing professional development.

As a teacher at Lipson Co-operative Academy you will be expected to:

TEACHING

In each case having regard to the curriculum for the Academy and with a view to promoting the development of the abilities, aptitudes and well-being of the students in any class or group assigned to you:

- To plan and prepare lessons according to the Faculty's agreed schemes of work.
- To teach a range of classes in Years 7 – 13 according to their educational needs.
- To mark work carried out by the student in Academy or elsewhere.
- To assess, record and report on the development, progress and attainment of students in keeping with the Faculty and whole Academy Assessment, Recording and Reporting policies. This may include oral and written assessment and references relating to individual students or groups of students.
- To fulfil the Academy homework policy.
- To promote the general progress and well-being of individual students of any class or students assigned to you.
- To provide guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions.
- To make records and report on the personal and social needs of students.
- To communicate and consult with students' parents or legal guardians.
- To communicate and co-operate with external agencies and participate in meetings for any of the purposes described above.

PERFORMANCE MANAGEMENT

- To participate in arrangements made in accordance with regulations made under section 49 of the Education (No.2) Act 1986 for the performance appraisal of teachers.
- To review from time to time your methods of teaching and programmes of work.
- To participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development and professional development which aims to meet needs identified in performance management objectives or in performance management statements, driven by the faculty's improvement plan.
- To participate in arrangements for supervision and training as part of the induction period pursuant to the Induction Regulations, where this is appropriate.

PEDAGOGY

- To advise and co-operate with the SLT and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

DISCIPLINE, HEALTH AND SAFETY

- To maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on the Academy premises and when they are engaged in authorised Academy activities elsewhere.
- To be responsible to the Head of Faculty for the maintenance of good order and discipline and the promotion of rewards within your Faculty.

STAFF MEETINGS

- To participate in meetings at the Academy which relate to the curriculum for the Academy or the administration or organisation of the Academy, including pastoral arrangements.
- To deputise for the Head of Faculty in Academy meetings as requested

COVER

- To supervise and, as far as is practicable, teach any students whose teacher is not available to teach them, subject to the conditions detailed in the Academy Teachers' Pay and Conditions document.
- To ensure all subject areas within your Faculty have contingency plans for covered lessons and total isolations in conjunction with your Head of Faculty.

ADMINISTRATION

- To participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the Academy.
- To attend assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after Academy sessions.

EXAMINATIONS

- To participate in arrangements for preparing students for public and internal examinations and in assessing students for the purposes of such examinations and recording and reporting such assessments.
- To prepare all internal assessments that is denoted within the Schemes of Work within your Key Stage
- To ensure all students are entered for appropriate examinations (both external and internal) in conjunction with your Head of Faculty and the examinations officer.
- To ensure all examination data is available and collated from staff and the examinations officer in a clear and coherent style for the use of analysis by the Head of Faculty, Head of Academic Progress, SLT and the Governing Body.

RELATIONSHIPS

- Work alongside the Head of Faculty to fulfil a supporting role to all teaching staff within your Key Stage and to be able to assume leadership and management by standing in for the Head of Faculty in case of absence.
- You will work closely with other members of your Faculty, your Head of Faculty, the Senior Leadership Team, SENCO, Heads of Year and Faculties and with all other members of your respective teams.
- Keep parents and carers well informed about their child's achievements/progress and targets for further improvement if in need of Faculty intervention.
- You will also work with officers of external agencies directly involved in the guidance and welfare of your Year Group.

RESPONSIBILITY LEVEL

- You will be directly responsible to your Head of Faculty. You will also work with consultants, advisers and officers of external agencies directly involved in the guidance of your Faculty's development in conjunction with your Head of Faculty.

As a teacher at Lipson Co-operative Academy you will be expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes that set the required standard for conduct throughout your time working at Lipson.

Teachers at Lipson Co-operative Academy must uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the Academy, by:

- treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard students' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.

Teachers at Lipson Co-operative Academy must have proper and professional regard for the ethos, policies and practices of the Academy, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks that set out their professional duties and responsibilities.

- To act as a personal tutor within the year group system.
- To be responsible for the well-being and academic progress of their personal tutor group.
- To act as the first point of contact for parents/carers.
- To monitor and improve attendance rates for the tutor group.
- To be responsible for the discussing with tutees the Academy reward/sanctions system within the tutor group.
- To meet regularly with the Head of Year and attend year team pastoral meetings as required.
- To support inter-tutor group and extra-curricular activities as arranged by Heads of Year or others with aspects of pastoral responsibility.
- To ensure that students follow the Academy's rules and policies, including the Academy's uniform policy .
- To set a good example in terms of dress, punctuality and attendance.

LIPSON CO-OPERATIVE ACADEMY STAFF ARE EXPECTED TO

Ensure that the aims, priorities, values and policies of the Academy are adhered to and the education of Lipson students is the priority for all staff within the school. We have a clear set of standards we expect all staff to demonstrate - Professional, Experts, Responsible, Kindness

This job description outlines the duties required for the time being of this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may be varied from time to time, which does not change the general character of the job or the level of responsibility.

Person Specification



Essential	Desirable
Qualifications and Education	
<ul style="list-style-type: none"> • Suitable Degree • Qualified Teacher Status • Evidence of significant continued professional development 	<ul style="list-style-type: none"> • Evidence of further pursuit of professional development and accreditation (e.g PGCert/PGDip/M.Ed)
Knowledge and Experience	
<ul style="list-style-type: none"> • Evidence of outstanding classroom practice within the past year. • Experience of teaching across the full age and ability range, including Post 16 • Excellent teaching skills and the desire to improve others' practise further. • Able to demonstrate high quality, creative and innovative classroom practice. • Clear knowledge and understanding of the effective use of Academy data to raise standards in teaching 	<ul style="list-style-type: none"> • To have experience of monitoring the impact of teaching and learning intervention within the classroom setting and sharing this with whole staff • Leading or managing a team. • Clear knowledge of assessment strategies, procedures and implementation • Ability to use Information Technology to enhance teaching.
Personal Skills and Qualities	
<ul style="list-style-type: none"> • Motivated and committed to improving standards in the classroom • Effective interpersonal skills and communication to develop sound relationships with staff • Ability to manage time and prioritise workload to meet deadlines • Ability to inspire and support others • 	<ul style="list-style-type: none"> • Able to promote learning and enhance skills beyond the curriculum and classroom. • Desire for promotion and further professional development to support this. • Ability to promote good teaching and learning across the wider learning community
Safeguarding	
<ul style="list-style-type: none"> • Has up to date knowledge of relevant legislation and guidance in relation to working with young people • Commitment to the protection and safeguarding of children and young people 	

Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found

The Ted Wragg Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities in our Trust to access development and wider networks with some of the best schools, Trusts and leaders across the country.



Dixons Academies Trust – A well-established multi-academy trust of 15 schools serving the communities of West Yorkshire and the North West whose mission is to lead educational improvement in the region through high performing academies which value diversity and maximise student achievement.



Cabot Learning Federation – A multi-academy trust of over twenty academies serving communities in the South West of England. Valuing collaboration and ambition, the Trust works to accelerate school improvement and embed excellence in their academies.



Reach Academy Feltham – Reach believe in the power of all through, cradle to career, education, focusing on providing seamless transition from their nursery through to their Sixth Form.



Thank you for your interest!

www.lipsonco-operativeacademy.coop

Tel :01752 671318

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