

Job Application Pack
Head of DT

(From April 2022 or before)

Permanent, Full time, All Year Round

Salary: MPS/UPS + TLR 2B

Telephone: 0115 977 5380 **Email:** recruitmentnes@archwaytrust.co.uk **Website:** www.archwaytrust.co.uk

Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

S. Hampton

About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We recently welcomed three further secondary schools in Derby to the Trust and are excited to be opening Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Community School, Alvaston Moor Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

Our Schools

Bluecoat Aspley Academy

Bluecoat Aspley Academy has approximately 1500 students, including 500 in the Sixth Form, based in the city centre. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust).

The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds. Believe in yourself, in others, in God centres around everything we do by acting out the values of faith, family, hope and respect. Wellbeing for all is extremely important and the Academy strives to support all.

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.

Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

Bluecoat Trent Academy

The Bluecoat Trent Academy (BTA) opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. For the first year BTA accommodates six forms of entry, growing to eight forms in subsequent years.

The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.

Lees Brook Community School

Lees Brook Community School (LBCS) based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.

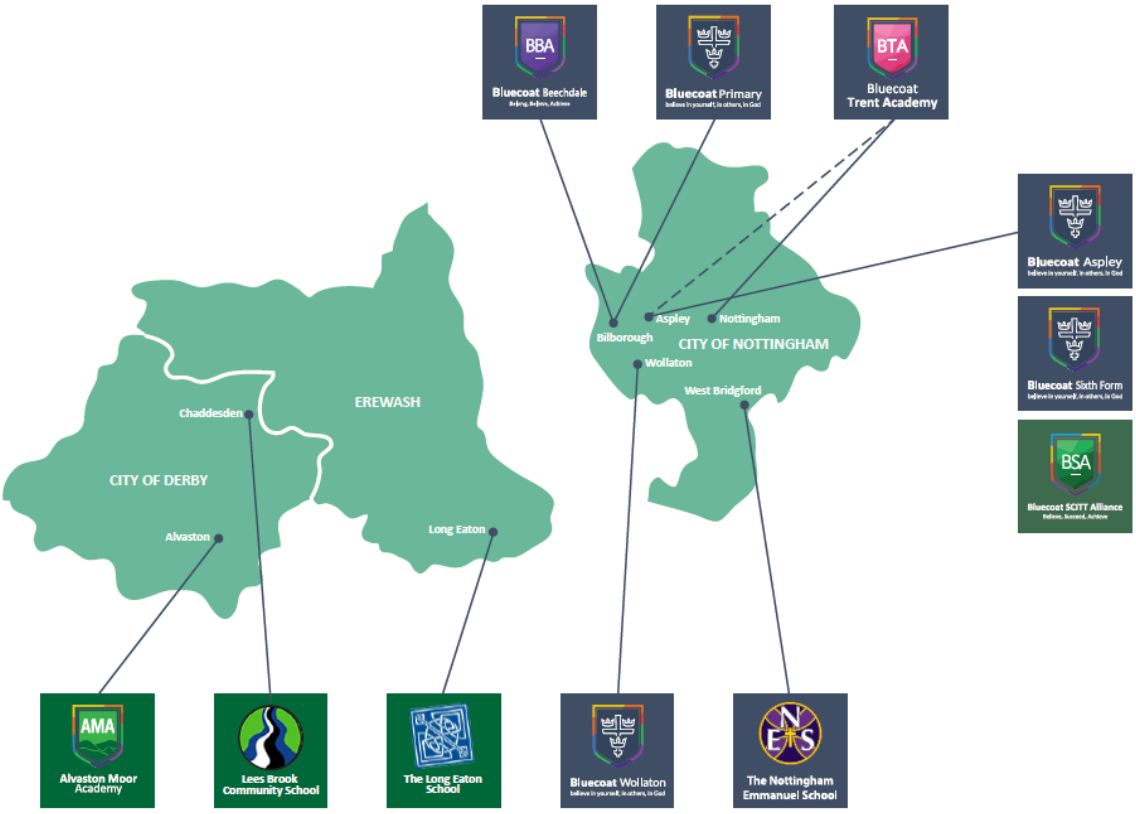
Alvaston Moor Academy

Alvaston Moor Academy has 890 students on roll and places a strong emphasis on the importance of hard work and academic achievement. Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.

The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.

School Locations



Welcome from the Principal



The Nottingham Emmanuel School opened in 2002 and moved to our current building in late 2008. The £25 million site is located near the banks of the River Trent in West Bridgford. The school is a diverse community, serving families and students from every academic, social, faith and ethnic background.

At The Nottingham Emmanuel School, we strive for excellence in all elements of school life. We are entirely focused on delivering the highest standards of teaching and also insist on the highest standards of conduct amongst our students. As a result, we can be confident of the very best outcomes for our students: excellent examination results which enable them to take the next step in their lives.

We believe that education is a vehicle to transform lives and provide each child the opportunity to not only learn and grow, but also to develop aspiration and character. The Nottingham Emmanuel School has developed an inclusive and supportive environment where students and staff feel secure and valued. Within the school we continue to develop the 'whole child', ensuring that students achieve academic greatness alongside becoming resilient, hardworking and community-focused individuals, who are prepared to go the extra mile to serve and support others. Our Christian service to the local community and our students is motivated by the desire to remove any barriers that are preventing students achieving or reducing aspiration.

What sets The Nottingham Emmanuel School apart is its determination to set the highest academic standards alongside strong, inclusive Christian values and ethos. We know that every member of the school community is not a finished product; we all can learn and grow from one another. At Nottingham Emmanuel School our school moto is ‘Together to learn, to grow, to serve’. We want to ensure that our students not

only achieve great examination results, but also become great citizens who want to serve their local community. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school. The name of the school 'Emmanuel' means 'God is with us' a theme which permeates throughout the values of the school.

I have been in post as Principal of Nottingham Emmanuel School since January 2021. Having lived in Nottingham City all of my life, growing up in council estates in a single parent Christian family; I feel that I have been called to serve the Nottingham Emmanuel School community. As the first member of my family to attend university, I also want to ensure that all students are made aware of all the different life pathways and opportunities available to them. I am delighted to lead a school which exemplifies such high standards and high ideals, and I look forward to welcoming you here.

S Stapleton

Sandra Stapleton
Principal

The Vacancy

The Nottingham Emmanuel School invite applications for the post of Head of DT from outstanding, enthusiastic, committed and successful teachers with proven ability to lead and manage teams of staff.



The post combines the strategic leadership of an area of the curriculum with sustained focus on the highest standards of teaching, behaviour management and therefore student achievement. The successful candidate will lead and manage a team of staff and will be accountable for raising student attainment levels and responding to the challenges of curriculum development.

The academy is looking for a strong and able leader with a track record of successfully raising achievement to bring a fresh approach to teaching and learning. We expect the successful applicant to demonstrate a clear understanding of how attainment and standards in general can be raised. We seek an outstanding classroom practitioner who is prepared to develop new teaching and learning techniques and be able to lead and manage others to do the same.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role will be based at the Trust's Nottingham Emmanuel School but the post holders may at any time be required to support or work at any of the sites within Archway Learning Trust.

Applications

For more information about The Nottingham Emmanuel School and the vacancy, please visit www.emmanuel.nottingham.sch.uk/vacancies. To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

Closing Date: 5pm, Friday 26th November 2021

If you have any queries, wish to discuss the role informally or undertake a visit to Nottingham Emmanuel School, please do not hesitate to contact us via email recruitmentnes@archwaytrust.co.uk or telephone 0115 977 5380.

Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



Working together, transforming lives

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

Job Description

POST TITLE: HEAD OF DT

GRADE: MPS /UPS + TLR2B

MAIN PURPOSE: Strategic Leadership of DT teaching
Promoting the highest standards of behaviour in order to promote a calm working environment in the Academy, and to create an atmosphere conducive to learning

RESPONSIBLE TO: Director of Learning Community

RELATIONSHIPS WITH: Senior and Middle Leadership Team
Trust wide teaching colleagues
Year Leaders
SENCo / Teaching Assistants
Support Staff
Other teachers
Parents
Local community and educational providers

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
    - Acceptable Use of IT Policy;
    - Code of Conduct;
    - Extremism & Radicalisation Policy;
    - Health, Safety and Security Policy & Guidance;
    - Keeping Children Safe in Education (Part 1) Guidance;
    - Safeguarding Policy and Training Slides;
    - Whistleblowing Policy;
    - IT Pack including Acceptable Use Statement;
    - Health, Wellbeing and Benefits Policy;
    - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans.
5. To develop and implement own professional development and skills.
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness.
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team.
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

INTRODUCTION

The post holder will be required to work in partnership with other Middle and Senior Leaders to provide professional strategic leadership and operational management for the designated areas of the school curriculum. The post-holder has a duty to promote high quality in all aspects of the work of the team by maintaining high standards of achievement and ensuring that all students fulfil their potential through effective teaching and learning, and high expectations.

The Head of DT is also responsible for the development and review of policy and practice in consultation with all members of the faculty. This will involve the establishment of clear principles, aims and objectives for the Faculty within the context of the Academy's mission statement, policies and development plan.

At the Academy we expect middle and senior leaders to be fully committed to:

1. Comprehensive, community education within an urban, multi-cultural environment;
2. The inclusive values and framework of the Academy;
3. Working as a mutually supportive team, sharing responsibility, successes and challenges;
4. Exercising positive leadership and creating a shared vision of the purpose and future development of the Academy that reflects our ethos and aims;
5. Maintaining high personal and professional standards in all aspects of Academy life;
6. A consultative and participative approach to leadership and management;
7. Being forward looking and anticipating change;
8. Their own professional and leadership development.

MAIN RESPONSIBILTIES

You are required to carry out the duties of an Academy teacher as set out in the School Teachers' Pay and Conditions of Service Order.

As Head of Subject, with the support of other staff, you are responsible to the Principal, through the line manager, for:

1. Leadership and strategic development of the Faculty in line with the Academy improvement priorities;
2. Ensuring that the performance targets in relation to student progress are met across all subjects within the Faculty at KS3 and 4;
3. Exercising professional skills and judgement in effectively leading, managing and further developing the designated areas of the curriculum;
4. Implementing the Teaching and learning framework of the Academy within the designated curriculum area including staff CPD;
5. Systematically monitoring, review and evaluation of policy and practice within the Faculty;
6. Being highly respected and able to motivate others – to lead, develop and enhance the continuing professional development of the department;
7. Liaise effectively with Year Leaders to embed the Behaviour for Learning policy across the Faculty**;**
8. The implementation of whole Academy policy and practice;
9. Create a distinctive learning environment within the designated area of the school that inspires students;
10. Contributing as appropriate to whole Academy and wider community development;
11. Undertaking professional duties and administrative tasks as reasonably delegated by the Principal;
12. Participating in whole Academy planning and policy making;
13. Attending staff and other Academy committees and meetings; holding minuted subject meetings in line with Academy policy, involving staff in decision making and reporting back discussions and decisions of other appropriate committees and working groups;
14. Liaison with appropriate agencies outside of Academy, e.g. LA advisors and inspectors, industry, business and the wider community;
15. Have oversight of the Faculty budgets and expenditure;
16. Line-management of a significant number of staff, including the leadership and support of the staff team;
17. Supporting and enhancing the social, moral, spiritual and cultural development of students, both within the designated area and across the school;
18. Responsibility for the monitoring of all examination entries and the ongoing review of accreditation opportunities.

These tasks and accountabilities are intended to be a guide to the range and level of work excepted of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be required to undertake any duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

TEACHER RESPONSIBILITIES

1) Have a thorough and up to date knowledge of their subject(s) and should take account of wider curriculum developments that are relevant to their work;
2) Consistently and effectively plan lessons and sequences of lessons to meet students' individual learning needs, including students with special educational needs, and gifted or talented students. They should be aware of, and take proper account of the strategies agreed in IEPs (Individual Education Plans);
3) Keep an attendance register of students in every lesson and following up absence when necessary;
4) Consistently and effectively use a range of appropriate strategies for teaching and classroom management;
5) Consistently and effectively use information about prior attainment to set well-grounded expectations for students, and monitor progress to give clear and constructive feedback;
6) Be able to make use of the performance data available in the Academy in order to determine how much progress their students are making;
7) Take responsibility for their own professional development and use the outcomes to improve their teaching and students' learning;
8) Make an active contribution to implementing the policies and aspirations of the Academy and Trust;
9) Be effective professionals who challenge and support all students to do their best;
10) Set and maintain high expectations for student behaviour;
11) Set a good example to students, for example in terms of appropriate dress, standards of punctuality and attendance.

GENERAL NOTES

1) The aforementioned responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions Document and the Conditions of Service ("Burgundy Book") and are additional to the general duties and responsibilities of a Teacher;
2) These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
3) These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

STAFF CONDUCT

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

PERSON SPECIFICATION – Head of DT

	Essential	Desirable
Qualifications	• Relevant 'A' Levels (or equivalent) and degree • Qualified Teacher Status • Good honours degree (2:1 or better) • GCE A Level in specialist subject grade A*-C	• Specific leadership training (e.g. National Professional Qualifications)
Experience	• Substantial successful teaching experience in the appropriate subject area across the full 11-16 age and ability range • Demonstrable impact in raising student achievement and adding value • Completion of relevant CPD • Evidence of being able to lead, manage and be responsible for initiatives/developments across a range of staff • Experience of developing the curriculum	• Evidence of mentoring or coaching other staff to improve their outcomes • Experience of supporting and challenging staff
Knowledge and understanding	• An understanding of current educational developments and a clear grasp of issues relating to education in general and their subject specialism(s) • Raising achievement for all learners • An understanding of leadership and management in Academies/ Schools	• The integration of ICT into all courses • Use of Microsoft Teams
Skills and Abilities	• An ability to work in collaborative partnership with the full range of people associated with the Academy - staff, parents, governors, community, business, LA, OFSTED • An ability to lead, build and work within teams • Excellent teaching skills • Excellent communication skills • Leading teaching and learning across all ages ranges • Leading the implementation of new methods of teaching and learning • Developing resources across the curriculum • High expectations and effective strategies to manage students' learning/behaviour • Confident in using data to support student progress and leading others to do the same • Clarity of vision with an ability to think and plan creatively to anticipate and solve problems • Ambition to deliver outstanding lessons as a classroom practitioner and to coach colleagues to improve their performance • Is committed to continuing professional development	• Experience of financial planning and budget management

Personal Characteristics	• Passionate about comprehensive education, inclusion and equal access • Ability to support the important Christian values of the Trust • A willingness to work hard with enthusiasm and vision • Integrity and good judgement • Confidence, independence and flexibility • Able to motivate self and others • Inspires confidence and enthusiasm through very good interpersonal skills • Works under pressure, meets deadlines and remains positive and resilient • Effective organiser and time manager with ability to manage competing and conflicting demands on the curriculum area staffing and resources • Ability to listen, reflect and respond accordingly, building supportive relationships with colleagues to celebrate success and resolve problems and issues • Tact and sensitivity	• A sense of humour