

# EDGAR WOOD academy



**APPLICATION PACK : Head of MFL (Maternity Cover)**

**Deadline: Thursday 15<sup>th</sup> February 2024**

**at 12.00 noon**

Dear Colleague

Thank you for your interest in Edgar Wood Academy, a new school serving the local community in Middleton and Heywood. Opening in temporary accommodation in September 2021, the school moved to its permanent location in September 2022, a state-of-the-art building, with stunning views of the local countryside. Helping our students realise their potential lies at the heart of everything we do. By promoting our values of Resilience, Empathy and Responsibility and a culture of mutual respect and compassionate rigour, we aim to inspire and engage all pupils, regardless of prior attainment or social background.

By joining our school, you will be part of an exciting journey, building the school from its early foundations and helping to create and embed its ethos, values and culture. We believe in creating a purposeful and calm environment which allows our teachers to teach and our students to learn. As a result, we will improve student achievement through high-quality teaching in a safe and caring environment. We value each individual child in our school and recognise that each has different talents and gifts, which will be nurtured over the course of their time with us. We also support every student to develop personally and academically, so that they have the knowledge and skills to progress to an aspirational career, a fulfilling life and make a positive contribution to their local community.

Hopefully it is already clear from reading this letter that our aims are simple: to help students realise their potential through a culture of mutual respect, positive behaviour, and high standards. Our aim is to have students do the right thing because they should, rather than because they must. We aim to inspire and engage all students, regardless of prior attainment or social background.

To work at Edgar Wood Academy, you must aspire to be an outstanding colleague. You must be willing to share and learn. We wish to appoint someone who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment and the resources needed to carry out the role to the highest standards, including a bespoke professional development programme to support you with your future career aspirations.

It is important to note that Edgar Wood Academy benefits from being a part of the Altus Educational Partnership. The Trust currently comprises of four academies - Rochdale Sixth Form College, Edgar Wood Academy, Kingsway Park High School and Bamford Academy.

The Trust's mission and vision are to:

- Advance education in the borough of Rochdale so that young people go on to live happy and fulfilling lives and make positive differences to their communities and society.
- Create an inclusive and cohesive system of education in the area that improves the lives of everyone in the borough.

I look forward to your application and if you have any questions, or wish to visit the school prior to interview, please do not hesitate to contact my PA, Debbie Barlow on 0161 676 9620.

Yours sincerely



**Paul Jones**  
**Headteacher**

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Head of MFL (Maternity Cover)

## **Making your Application**

I hope that when you read this Application Pack you are inspired to apply for the post.

### **Application**

Please complete the Altus Education Partnership Application Form and send it by email to: [recruitment@altusep.com](mailto:recruitment@altusep.com)

### **Deadline**

The deadline for the post is **Thursday 15<sup>th</sup> February 2024 at 12.00 noon**

Interviews are expected to take place on **Tuesday 27<sup>th</sup> February 2024**

### **Shortlisting**

We will unfortunately be unable to notify candidates who are not on the shortlist, therefore, if you do not hear from us, your application has been unsuccessful on this occasion.

Start Date: As soon as possible

### **For an Application Pack**

1. Visit [www.edgarwood.org](http://www.edgarwood.org) or [www.altusep.com](http://www.altusep.com)
2. Contact Fatima Rashid, HR Officer at [recruitment@altusep.com](mailto:recruitment@altusep.com)
3. Telephone: 01706 769835

### **Reward Package & Additional Benefits**

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme and our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects

*Altus EDUCATION Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.*

*In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.*

## **Background Information**

### **Altus Education Partnership**

Edgar Wood Academy is currently one of three institutions in the Altus Education Partnership (a Multi-Academy Trust) alongside Kingsway Park High School and Rochdale Sixth Form College ("*TES 6th Form College of the Year 2021*" and "*Ofsted Officially Outstanding 2022*"). Edgar Wood Academy and the Trust have a very strong educational reputation in the local community and are in a financially robust position. The Trust works as a partnership of equals, where all Academies are distinctive institutions working together for the benefit of all students, within which, Headteachers and local Governing Bodies have delegated authority and associated autonomy. The Trust expects to expand further in the next few years, working with Academies in the Primary and Secondary phases to improve the quality of education across the borough.

Altus Education Partnership are committed to supporting all children in their Academies to progress to a successful career, life and employment path of their choice.

All our Academies will share a collective identity as providers of the highest quality teaching with high expectations of learners, coupled with effective assessment and intervention. Young people in our Academies will engage with opportunities to develop their own skills and aptitudes to support their progression, while making valuable contributions to their communities. Leaders and Teachers will take a collaborative approach, sharing best practice at a local, regional and national level, to continuously improve the performance and outcomes of all Academies in the Trust.

### **Altus Education Partnership Values**

The values of the Altus Education Partnership will be embedded and visible throughout all the academies. Each will have its own unique identity built around the core Trust values. These are:

- Unrelenting commitment to improve the quality of our provision and enhance the lives of our students.
- Openness in the way we build trust and bring purpose to our work as a Multi Academy Trust.
- Accountability through the rigorous, transparent and forensic analysis of all aspects of our performance.
- Commitment to the principles of inclusion and equality.
- Dedication to the borough of Rochdale and its surrounds.
- Collective responsibility for one another and the results of all our students – ‘if one fails, we all fail’.

### **The Ambition is that by the time students leave they will:**

- Have achieved their personal academic potential giving them a greater choice in life.
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential.
- Be contributing members of the community and have compassion for others.
- Be able to celebrate their success and that of others.
- Have developed the confidence to overcome barriers to success.

- Be articulate, creative, and prepared for future growth and learning.
- Be happy!

### **Shared Objective for all Staff**

"To maximise students' achievements"

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere.
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability.

Above all, staff at Altus Education Partnership like their students and demonstrate this through their daily conduct and interaction.

<b>Role Title:</b>	Head of MFL (Maternity Cover)
<b>Reports to:</b>	Assistant Headteacher/Headteacher
<b>Remuneration:</b>	MPS/UPS + TLR 2B
<b>Terms:</b>	Temporary
<b>Start Date:</b>	As soon as possible

## Altus Education Partnership Vision, Mission and Values

### Our Vision & Mission

To create and successfully run a family of inclusive academies from early years to 18 that enables all students, regardless of background to progress to an aspirational career, a fulfilling life and make a positive contribution to their local community.

### Our Values

- **Unrelenting commitment** to improve the quality of our provision and enhance the lives of our students.
- **Openness** in the way we build trust and bring purpose to our work as a Multi Academy Trust.
- **Accountability** through the rigorous, transparent and forensic analysis of all aspects of our performance.
- **Commitment** to the principles of inclusion and equality.
- **Dedication** to the borough of Rochdale and its surrounds.
- **Collective responsibility** for one another and the results of all our students – “if one fails, we all fail”.

### **Role Description:**

Key Focus: Maximise students’ academic development and achievement.

Each Head of Department is ultimately responsible to the Headteacher, but this responsibility may be delegated to the appropriate line manager.

All staff are fully expected to contribute to the shared objective of maximising students’ achievements and to the achievement of Edgar Wood Academy’s *Primary Purpose*:

*Our central purpose is to help our students realise their academic potential. We believe every young person has the potential to succeed and devote ourselves to improving student achievement, through an unceasing focus upon learning and teaching and student support.*



*Our young people are challenged to achieve through high expectations within a “you can do it culture”. We aim at all times to build aspiration, inspire and motivate our students so they have the opportunity for greater choice in life.*

In the context of setting up a new school all Heads of Department will be flexible in approach and be required from time to time to set aside subject interests to consider the broader interests of the school.

## **Key Duties**

### **A. Accountability to the Headteacher**

- To demonstrate and promote effective leadership within the subject area
- Via their Line Manager, to keep the Headteacher fully informed of all issues and concerns regarding the effective management and performance of the subject area

### **B. Accountability for the Leadership and Management of Staff**

- To maximise the potential of staff, giving guidance and support within the subject area
- To implement and monitor the performance management of staff, so staff can be evaluated on an individual basis against agreed targets
- To work in consultation with their Line Manager in arranging school based in service support and induction for ECTs and staff new to the subject area
- To work with the Assistant Head to ensure that staff CPD needs are identified and that appropriate programmes are designed to meet such needs
- To allocate duties and responsibilities necessary to ensure the smooth and effective functioning of the subject area
- To convene regular formal subject area meetings, setting agendas, minuting the meetings and circulating copies to appropriate parties’ including the Headteacher
- To ensure staff have the highest of expectations of students
- To establish common standards of practice within the subject area
- To contribute to the school quality assurance procedures – the EWA Achievement and Improvement Cycle
- To ensure the subject area practice and procedures meet the requirements of the Strategic Plan and Annual Development Improvement Plan
- To promote teamwork and to motivate staff to ensure effective working relations and to monitor the well- being of all staff

### **C. Accountability for Leadership of Learning and Teaching**

- To strategically develop a rich and varied curriculum. To ensure the intent is clearly understood and implemented amongst all team members, and to evaluate its impact on students
- To monitor and evaluate the curriculum area in line with agreed School procedures, benchmarking provision against the national curriculum
- To ensure curriculum maps are developed to identify key knowledge, skills and understanding for each topic

- To ensure that curriculum maps are well sequenced, up to date, stimulating and are implemented by all staff through engaging in team planning
- To ensure whole School priorities are developed within curriculum areas, such as literacy, British values, SMSC
- To monitor, track and evaluate the performance of the subject area in terms of the Academy's philosophy, internal and external assessments
- To ensure that the educational experience offered to each student is of the highest quality to promote equality of opportunity
- To ensure the moderation and standardisation of assessments across the subject area is tightly coordinated, including taking a leading role in the Internal Verification (IV) of relevant documents
- To ensure that the organisation of subject area revision classes, intervention and subject area trips/visits are coordinated
- To manage cover work for absent members of the Department and to oversee that the students continue to achieve during periods of short, medium or long-term absence of Department members
- To participate fully in the annual achievement and improvement cycle, subject reviews and QA process with the Headteacher and members of the Senior Leadership Team and Line Manager
- To lead on the development of outstanding practice during curriculum and subject area meetings
- To keep up to date with national developments in the subject area, including teaching practice and methodology.
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies within the Department
- To ensure the subject area plays a major part in supporting whole School Issues

#### **D. Accountability for the Management of Financial and Physical Resources within the Department**

- To manage the financial planning of the Department and to ensure that its planning activities reflect the needs of students within the subject area, School Development Plan and the aims and objectives of the school
- To ensure that finances and resources are used to create a stimulating and successful learning environment which celebrates student achievement
- To ensure the resources are well maintained, stored securely and used safely, paying due regard to Health and Safety Regulations
- To manage the facilities in the initial accommodation and prepare for the transition to permanent new accommodation to ensure maximum effectiveness of subject delivery
- In conjunction with the SLT lead on ICT and the ICT Manager foster and oversee the application of ICT in the Department, including the development of materials
- Where appropriate, ensure that Health and Safety policies and practices, including risk assessments, are in line with national requirements and are updated where necessary, including liaising with the SENCO



## **E. Accountability for the Welfare of Students**

- To have direct responsibility for the behaviour of staff and students in their subject area
- To ensure that the subject area encourages students to develop the highest expectations of themselves with the EWA ethos
- To ensure students are kept fully informed about their progress
- To ensure effective sanctions and rewards are in place for their subject area in line with the whole school behaviour policy
- To liaise with the pastoral team for more serious behavioural issues or persistent poor behaviour

## **F. Accountability for Monitoring, Assessment and Reporting Student Progress and Achievement across the Department**

- To be accountable for pupil progress and development within the subject area
- To assess academic performance in the light of previous achievement to enhance the progress made by all students
- To identify and take appropriate action on issues arising from data. Setting deadlines where necessary and reviewing progress on action taken
- To assess how well learning outcomes of key sub-groups (such as Disadvantaged students, SEND, WBRI boys etc) have been achieved and use them to improve specific aspects of learning and teaching
- To assess students' work in accordance with EWA assessment policy and awarding body assessment objectives and mark criteria
- To assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the grade/level at which the student is achieving
- To undertake regular formalised reviews of student progress, in line with the EWA academic monitoring process
- To set sufficient work for formal assessment such that students' understanding can be regularly checked and so that students can be fully prepared for the demands of public examinations and/or coursework
- To ensure the marking, monitoring and returning of work across the department is done within a reasonable and agreed time span providing constructive oral and or written feedback that clearly indicates strategies for improvement – as such that students are very clear as to how to move specifically to the next grade/level
- To complete formal reports on students according to the school reporting systems and the reporting calendar
- To attend parents' evenings according to the School calendar to keep students' families and/or their carers informed about their progress
- To provide the EWA Governing Body and Altus Trust Board with relevant information relating to the Department's performance and development when required

## General

All Heads of Departments are required to:

- Operate at all times within the stated policies and practices of the school and promote them actively
- To play a full part in the life of EWA, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To adhere to the staff code of conduct
- Accept the shared responsibility of all colleagues for student discipline through collective oversight during the school day. Maintain a harmonious environment, with good order and discipline among students, and safeguarding their health and safety, both when they are on the school premises and when they are in authorised School activities elsewhere
- Work co-operatively with staff throughout the school to implement the School Strategic Plan and Annual Development Plan and achieve its mission
- Maintain effective working relationships and set a good example through their presentation and personal and professional conduct
- Attend and contribute to curriculum/subject, learning & teaching group and staff meetings
- Participate in appropriate in-service training opportunities both internal and external to update professional practice, reflecting individual, curriculum area or whole School development goals.
- Participate in arrangements made in accordance with regulations for the appraisal of performance in the context of the School Performance Management Policy
- Participate in arrangements for further training and professional development as a teacher, including undertaking training and professional development which aim to meet needs identified in performance management objectives or in performance management statements
- Be familiar with the School Health and Safety Policy and Child Protection procedures and implement them as appropriate
- Contribute to School provision for enrichment activities and study centre supervision as consistent with individual timetables
- Participate in EWA activities, including attendance at Open Evenings/Mornings, Parental Information evenings and supporting liaison activities
- Participate in School quality assurance and self-assessment systems, including the use of student focus groups, lesson observation, peer observation, learning walks, work scrutiny, internal inspections and the school line management system
- Play a co-operative and supportive role within curriculum areas and the school as a whole through the sharing of good practice and mentoring/coaching activities for less experienced staff where this is appropriate
- Undertake such other duties as reasonably required by the Headteacher

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. This is a new post. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

## **Other**

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate. Altus Education Partnership is committed to equal opportunities for all.

The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.

Your terms and conditions are specified within your contract of employment.

## Person Specification

Category	Essential	Desirable
1. Qualifications	<ul style="list-style-type: none"> <li>• Honours degree from a recognised University</li> <li>• Qualified teacher status</li> <li>• Fluent in French and/or Spanish</li> </ul>	<ul style="list-style-type: none"> <li>• Line management</li> <li>• Free school or new school set up experience</li> <li>• Competency in other foreign languages</li> </ul>
2. Experience	<ul style="list-style-type: none"> <li>• Experience of teaching French or Spanish in a secondary school</li> <li>• Evidence of raising standards of student attainment and achievement within a subject area</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching experience across the maintained sector</li> </ul>
3. Professional Development	<ul style="list-style-type: none"> <li>• Evidence of continuing professional development relating to subject area</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with other agencies</li> <li>• Ability to identify own learning needs and to support others in identifying their learning needs</li> <li>• NPQML or equivalent qualification</li> </ul>
4. Strategic Awareness	<ul style="list-style-type: none"> <li>• Ability to articulate and develop the school's vision</li> <li>• Ability to inspire and motivate students and staff</li> <li>• Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards challenging targets</li> <li>• Knowledge of what constitutes quality educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all students</li> <li>• Understanding of how to promote foreign languages across the school</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of having successfully translated a vision into reality</li> <li>• Membership of a professional body</li> </ul>

5. Teaching and Learning	<ul style="list-style-type: none"> <li>• Ability to articulate the departmental intent, ensure the effective implementation and evaluate its impact on students</li> <li>• Knowledge and experience of successful teaching and learning strategies in order to meet the needs of all students at Edgar Wood Academy</li> <li>• A secure understanding of assessment strategies</li> <li>• Experience of effective monitoring / evaluation of, and intervention in, teaching and learning</li> <li>• Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of successful school improvement and increasing attainment</li> <li>• Membership of a professional body</li> </ul>
6. Accountability	<ul style="list-style-type: none"> <li>• Understanding of effective budget planning and resource deployment as enablers in terms of achieving educational priorities</li> <li>• Ability to communicate on school performance effectively, orally and in writing to a range of audiences</li> <li>• Experience of whole-school self-evaluation and improvement strategies</li> <li>• Ability to provide clear information and advice to staff and governors/trustees</li> <li>• Awareness of performance measures applicable to the school</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of offering challenge and support to improve performance</li> <li>• Experience of working with governors/trustees to enable them to fulfil their responsibilities</li> </ul>
7. Skills, Qualities & Abilities: Professional and Personal Attributes	<ul style="list-style-type: none"> <li>• High quality teaching skills</li> <li>• Ability to diagnose and intervene wisely when solving problems</li> <li>• Strong commitment to the vision and ethos of Edgar Wood Academy</li> <li>• Commitment to developing the subject area for which responsible</li> <li>• To work closely with the pastoral and SEND team at Edgar Wood Academy</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of organisational change or new school set up</li> </ul>

<p>7. <i>Skills, Qualities &amp; Abilities: Professional and Personal Attributes Cont'd.</i></p>	<ul style="list-style-type: none"> <li>• Ability to build and maintain good relationships with a range of stakeholders</li> <li>• Ability to remain positive and enthusiastic when working under pressure</li> <li>• Ability to organise work, prioritise tasks, make decisions and manage time effectively including in relation to the work of others</li> <li>• Ability to accept delegated duties appropriately</li> <li>• Empathy with children</li> <li>• Excellent communication and negotiation skills</li> <li>• Excellent presentational skills</li> <li>• Excellent problem-solving skills</li> <li>• Stamina and resilience</li> <li>• Self-confidence</li> </ul>	
<p>8. References</p>	<ul style="list-style-type: none"> <li>• Positive recommendation(s) in professional references</li> <li>• DBS clearance</li> <li>• Satisfactory outcomes from due diligence</li> </ul>	