



Sycamore Academy  
A L.E.A.D. Academy

# Candidate Information Pack

## Headteacher

Sycamore Academy, Nottingham





## Welcome from the CEO

Thank you for your interest in the role of Headteacher at Sycamore Academy in Nottingham.

L.E.A.D. Academy Trust comprises primary and secondary academies across the East Midlands and South Yorkshire. Our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

As a Trust, we pride ourselves on the support and advice we give to all our leadership staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff.

This role represents an exciting opportunity to be part of something special; developing and supporting our Trust in improving educational outcomes while retaining the school's individual identity and specific needs of their children, young people and community.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, we look forward to receiving your application.

**Diana Owen CBE, Chief Executive Officer**



## About Sycamore Academy

Sycamore Academy sits in the heart of St Ann's, in Nottingham City. It is a culturally diverse inner-city two-form entry primary with a nursery that includes 2-year-old provision. As soon as you enter the academy you immediately know that you are in a very special place indeed.

The inclusive culture ensures every child is provided with the necessary skills to become an autonomous, competent and well-rounded individual. Sycamore pupils know right from wrong, take pride in everything they do, praise the achievements of others and have a real desire to continually improve.

The academy had its Ofsted inspection in June 2024 in which it was judged to be good, so this is the perfect opportunity for a new Headteacher to join the academy. As an experienced primary senior leader, you may already be leading a smaller school and looking for the next step up in your career.

Sycamore Academy benefits immensely from being a member of L.E.A.D. Academy Trust which is a forward looking and highly successful trust. Being part of the Trust has helped the academy to build strong partnerships and share good practice which has strengthened and enhanced daily teaching practice and pupil engagement.





## Sycamore Vision

At Sycamore Academy we will provide every child with a curriculum that interests, motivates and inspires their learning. We will ensure that all children receive a caring and focused education that meets their needs, giving them the best future life opportunities.

Our school motto is: “Learning and Caring Together” which permeates through our whole school, ensuring that we nurture enthusiasm for a thirst for knowledge whilst caring for everyone involved in our academy community.

We will robustly deliver effective lessons which will enable our pupils to gain intellectual knowledge and skills. Sycamore pupils will leave our academy empowered, responsible, inspired, articulate and able to confidently navigate their way in the future world. All our pupils will achieve their best and be fully equipped to SHINE as successful citizens.

## Our values

Our core values are a central belief, clearly understood and shared by every member of the school community. We believe our children should SHINE:



# Benefits of being part of the Trust



## Annual leave



Teachers enjoy up to 13 weeks annual leave during school holidays. This is in addition to any bank holidays or statutory holidays.

Support staff benefit from an enhanced holiday allowance, starting at 26 days up to a maximum of 36 days, pro-rata for term time only staff. The allowance is dependent on the role and amount of service increasing after 5 and 10 years service.



## Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



## Pension scheme

Teacher's Pension Scheme or LGPS, with generous minimum employer contribution of 17.4% plus life cover.



## Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



## Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



## CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



## Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



## Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



## Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



## Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



## Access to discounts

Exclusive discounts and cashback on travel, shopping, insurance, and utilities through Discounts for Teachers and Teacher Perks.



## Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.



## Car Benefit Scheme

Offset part of your salary for a brand new electric or plug-in hybrid car, including insurance, servicing, and more.



## Headteacher

|                 |   |
|-----------------|---|
| Location:       | Sycamore Academy                              |
| Salary:         | L18-24  |
| Closing date:   | Monday 3rd February 2025 at noon              |
| Interview date: | Tuesday 11th and Wednesday 12th February 2025 |
| Start date:     | Monday 1st September 2025                     |

### Job Purpose

- To provide inspirational, creative and professional leadership and management for the academy.
- To ensure the children are at the heart of every decision and action within the academy.
- To establish high quality, effective systems and policies in all areas of the academy's work.
- To establish high quality education and outcomes through effective leadership of teaching and learning.
- To establish a culture that promotes excellence, equality and high expectations of all children.
- To ensure that strategic planning is informed by rigorous self-evaluation and that it continuously improves learning and pastoral outcomes.
- To establish and develop genuine partnerships to support the work of the academy and Trust.
- To ensure that the academy provides a safe and happy environment that promotes the welfare of children.
- To ensure there is an ethos of safeguarding and that all safeguarding and child protection policies are adhered to by a staff team that is confident to keep children safe.



## Duties and Responsibilities

### Strategic Direction and Development of the Academy

- Provide inspiring, creative and purposeful leadership for the staff and children.
- To work in partnership with the Trust, the governing body, staff and parents, generating the ethos and values which will underpin the academy.
- To co-create and implement an Academy Improvement Plan which will secure continuous improvement and support the principles of L.E.A.D. Academy Trust.
- To keep up to date with current research into education, particularly teaching and learning and to contribute to the academy improvement planning.
- To monitor and evaluate the performance of the academy and respond and report to the governing body and the Trust as required.
- To ensure that management, finances, resources and administration of the academy supports its vision and aims and maximises value for all children.
- To ensure that policies and practices take account of national, local and academy requirements and apply sound educational practice through evidence based pedagogy.
- To regularly monitor, evaluate and review the impact of policies, priorities and targets and take rapid action to improve if necessary.
- To inspire all those involved in the academy to commit to its aims, to stay motivated to achieve them and to be involved in meeting long, medium, and short-term objectives to secure the educational success of the academy.
- Develop an outward facing academy to collaborate with other academies in the Trust, parents, the wider community and partners to champion best practice and enhance the education and safeguarding of children.

### Teaching and Learning

- Continue to maintain an environment that promotes and secures outstanding teaching, effective learning and high standards of achievement, behaviour and attendance.
- Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- Ensure that children develop study skills in order to learn more effectively and with increasing independence.
- Determine, organise and implement a policy for the personal, social and moral development of children.
- Monitor and evaluate the quality of teaching and learning and achievement of all children through appropriate methods.
- Determine and implement policies which ensure inclusion, diversity and equality of access for all children.

# Job Description



## Leading and Managing Staff

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting in line with the academy's improvement plan.
- Promote and monitor the continuing professional development of all staff to support career progression and the academies succession planning.
- Hold staff to account for their professional conduct and practice, both contractually and where relevant as specified in the Terms and Conditions of Service of Teachers.
- Ensure that a Deputy Headteacher or suitable person, assumes responsibility for the discharge of the Headteacher's function at any time when absent.

## Efficient and Effective Deployment of Staff and Resources

- Work with governors and senior colleagues to recruit, retain, deploy and develop staff of the highest quality.
- Make arrangements for the security and effective supervision of the academy buildings, their contents and the grounds.
- Set appropriate priorities for expenditure, allocation of funds and effective administration and control in line with the Trust's agreed financial arrangements.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, health and safety regulations and community use.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve childrens' achievements, ensure efficiency and secure value for money.
- Promote harmonious working relationships among the staff team. Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

## Accountability

- Continue to develop an academy in which all the staff recognise that they are accountable for the success of the academy. Ensuring the celebration of success as well as addressing areas of weakness.
- Present a coherent and accurate account of the academies performance in a form appropriate to an audience, including governors, the Trust, parents, OFSTED and others to enable them to play their part effectively.
- Ensure that parents/carers and children are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and together with efficiency and value for money.

# Job Description



## **Influencing and Managing Relationships**

- Senior Leadership Team within the Academy
- Central Trust Senior Leadership Team
- Director of Academies
- All teaching and support staff
- Parents and carers
- Other third party organisations as required

## **Other Academy Specific Responsibilities**

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key 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 and individually take responsibility for doing so.

This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipated changes in the job, commensurate with the grade and job title. This includes changes to National Teacher Standards and requirements of the professional role.

At L.E.A.D. Academy Trust, we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.





# Person specification

The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

| Qualifications and Attainments | Essential criteria  | Desirable criteria   |
|--------------------------------|---|--|
|                                | <ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> <li>• Experience of deputy or headship within the primary phase.</li> <li>• Has undertaken recent and relevant further professional development.</li> </ul> | <ul style="list-style-type: none"> <li>• Higher qualification in education and/or National Professional Qualification in Headship (NPQH).</li> </ul> |

| Skills and Knowledge | Essential criteria   | Desirable criteria |
|----------------------|--|--------------------|
|                      | <ul style="list-style-type: none"> <li>• Ability to formulate a clear strategic vision for academy improvement and translate this into strategic objectives, longer term plans and specific outcomes</li> <li>• Knowledge of systems for academies self-evaluation, effective monitoring and inspection.</li> <li>• Sound knowledge and understanding of wider educational agenda including national policies and educational issues as well as statutory and the legal framework governing the operation of an academy.</li> <li>• Demonstrates an understanding of the statutory, financial and budgetary processes required in the management of an academy, including Best Value measures.</li> <li>• Able to monitor performance to ensure high standards and the development of professional practice among academy staff.</li> <li>• Promotes a strong culture of collaborative working where every member of staff is valued as an essential member of the team and can fulfil their potential.</li> <li>• Knowledge of statutory requirements for Special Education Needs &amp; Disorders (SEND).</li> <li>• Knowledge of current legal requirements, including health and safety, national policies and guidance on the safeguarding and promotion of the wellbeing of children.</li> <li>• Understand the role of the academy in the community and actively seek to develop a greater collaboration with members of the community.</li> <li>• Effectively communicate both written and orally to a range of audiences including parents, governors and outside agencies.</li> </ul> |                    |

# Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

|            | Essential criteria  | Desirable criteria   |
|------------|---|--|
| Experience | <ul style="list-style-type: none"> <li>Substantial experience with a record of excellent teaching.</li> <li>Significant experience of Academy Leadership.</li> <li>Proven track record of raising educational standards.</li> <li>Evidence of setting ambitious goals and targets; using data and benchmarks to monitor and judge progress.</li> <li>Successful experience of positive behaviour management and development of a child focused inclusive and effective learning environment.</li> <li>Experience of successfully leading change and inspiring others.</li> <li>Track record of working in collaboration with other academies to realise improvement and raise standards.</li> <li>Experience of developing and maintaining effective relationships with the local and the wider community, including parents to enhance learning and educational achievements.</li> </ul> | <ul style="list-style-type: none"> <li>Leadership experience at more than one academy.</li> <li>Previous experience at Head of School or Headteacher level.</li> </ul> |

|                     | Essential criteria   | Desirable criteria |
|---------------------|--|--------------------|
| Personal Attributes | <ul style="list-style-type: none"> <li>Approachable, enthusiastic and creative.</li> <li>Lead by example, demonstrating integrity, resilience and clarity.</li> <li>Passionate about education.</li> <li>Ability to work under pressure, think creatively and to anticipate and solve problems.</li> <li>Commitment to the encouragement, empowerment and training of all staff.</li> <li>Deal sensitively with people and resolve conflicts.</li> <li>Demonstrate flexibility and an ability to adapt to changing circumstances and new ideas.</li> </ul> |                    |

|                         | Essential criteria   | Desirable criteria |
|-------------------------|--|--------------------|
| Additional Requirements | <ul style="list-style-type: none"> <li>This role is subject to an enhanced Disclosure &amp; Barring Service.</li> <li>May be required to travel to other Trust locations or third party services as part of the role.</li> <li>Hold a driving licence and have access to own vehicle.</li> </ul> |                    |



# How to apply

Closing date: Monday 3rd February 2025 at noon  
Interview date: Tuesday 11th and Wednesday 12th February 2025  
Contact email: [beverley.dolman@leadacademytrust.co.uk](mailto:beverley.dolman@leadacademytrust.co.uk)  
Contact number: 07742 809074

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to the email above.

## **Candidate visiting dates**

Interested candidates are invited to visit Sycamore Academy on one of the following dates. Please call Beverley Dolman on 07742 809074 to confirm your preferred date and time.

- Tuesday 14th January 2025 at 2.00pm
- Wednesday 22nd January 2025 at 4pm
- Tuesday 28th January 2025 at 4pm

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



# About the Trust

L.E.A.D. Academy Trust was established by Diana Owen, CBE in 2011 using her considerable experience as an executive headteacher, National Leader of Education, Primary Strategy Consultant Leader, coach and mentor.

The Trust comprises 24 primary and 3 secondary academies across the East Midlands. All academies strive to achieve the highest standards of behaviour and conduct while providing outstanding teaching and learning.

## Our values

The acronym L.E.A.D. embodies the four key principles at the heart of the Trust: strong leadership at every level; empowering everyone to aim high; providing the opportunity for all to achieve and constantly driving for improvement.



**Lead**



**Empower**



**Achieve**



**Drive**

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

*Diana Owen CBE, Trustee and Chief Executive of L.E.A.D. Academy Trust.*



**24**

Primary Academies



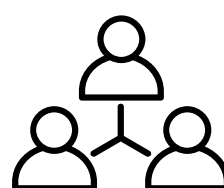
**03**

Secondary Academies



**05**

Geographical Regions



**11,500**

Pupils



**1,650**

Staff



Sycamore Academy  
A L.E.A.D. Academy

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Abbotsford Drive  
St Anns  
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