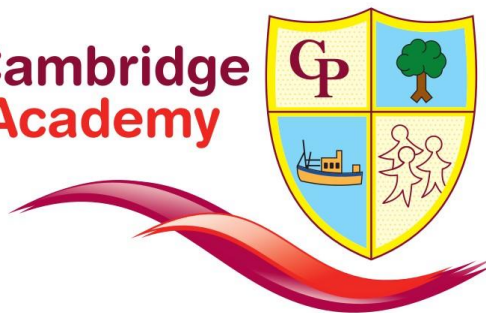


**The Cambridge
Park Academy**



Headteacher

Vacancy Information



HumberEducationTrust
Where everybody counts, every moment matters.

We are Humber Education Trust.

Humber Education Trust's vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We will grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we will drive these aims further and faster for the benefit of our pupils and our communities.

Humber Education Trust is also recognised by the DfE as an Academy Sponsor. This means that through the Trust, we are held accountable for sponsored schools who may join us, to ensure improvement in outcomes and taking responsibility for their performance and financial arrangements.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing multi-academy trust for both primary, secondary and alternative provision schools.

outcomes. Children are at the heart of everything we do.

- Provide a caring and safe environment where responsible, tolerant and principled global citizens can grow.
- Develop creative, enquiring and resilient learners with a thirst for knowledge.
- Provide an environment where success is recognised, celebrated and built upon.
- Provide a vibrant, challenging and enriching curriculum by encouraging fresh thoughts and outward-looking ideas.
- Ensure all staff have outstanding continual professional development, attracting and retaining a highly skilled, highly motivated workforce who feel appreciated and supported.
- Embrace technology, improve methods of communication, and collaborate through IT to reduce teacher workloads, reflecting the changing needs of our world.
- Provide support for all families within our diverse community, enabling our children and young people to embrace the challenge of life within in the wider world and succeed in reaching their full potential.
- Working together, freeing resources, to drive financial efficiencies saving money and reinvesting within our classrooms.

Thank you for showing an interest in working within our Trust. I wish you well with your application.

Humber Education Trust is committed to:

- Work ethically and with mutual respect and collaboration.
- Prioritise our time and resources on the things that have the biggest positive impact on children's



Rachel Wilkes
Chief Executive Officer



The Cambridge Park Academy

Leading the field in diverse and personalised learning

It gives me great pleasure to introduce you to Cambridge Park Academy.

Our learners are at the heart of our school. Everything that we do is about ensuring that their school experience helps them develop both educationally and socially in a fun, engaging, caring and supportive environment. When learners leave Cambridge Park, we aim for them to have a range of educational, independence and self-help skills which will support them in progressing to the next stage of their lives. Not only do we aim for our learners to become valued citizens, but also young adults who are ready to apply the skills that they have gained in school to achieve a future full of success and happiness.

We are extremely proud of our learners' progress, especially taking into account the difficulties and obstacles that they overcome. Our learners achieve academically and socially by: participating in sporting events and competitions, gaining nationally recognised qualifications across a variety of subjects and taking part in work experiences within the local community which develop their work ethic and give them the opportunity to put into practice skills that they have learned in school. We are all proud of our school; not just because of our learners' positive outcomes and the commitment of our staff team but also because of the role that we play in helping our learners to create happy memories.



Salary Range: L26 – L32 (£78,025 - £90,379)

Salary negotiable for the right candidate

Hours of work: Full-time

Contract: Permanent

Start date: September 2022

Responsible to: CEO and Humber Education Trust Board

Are you a committed, ambitious senior leader with a proven track record of sustained school improvement?

If you are innovative, creative, forward thinking, and have a passion for working with staff and communities to ensure children with additional needs get the education they deserve, this is your opportunity to make a real difference.

Cambridge Park Academy is a special school which caters for children and young people aged 3 to 19 with a range of severe and complex learning needs. A high proportion of learners have autistic spectrum conditions.

Our school has undergone significant investment over the past two years and looks stunning. Our modern facilities now provide greater opportunities for our learners to excel and our healthy budget supports further enhancements for future development.

The right candidate will have:

- A belief that all children are capable of great things and that learning should be fun
- A relentless focus on improving the quality of teaching and improving outcomes for children
- A track record of and commitment to personalisation and working with pupils with a range of complex and additional needs
- An unwavering commitment to inclusion and securing provision which meets the needs of the most vulnerable pupils
- High expectations of everyone within the school community
- Developed robust and accurate systems of self-evaluation which have led to improved outcomes
- Implemented rigorous procedures for the management of performance
- Offered high levels of support and challenge to staff which have led to improved teaching and outcomes for pupils



- Developed a curriculum which inspires children to learn and engages them in all aspects of school life
- Developed positive relationships with parents, carers and the wider community
- A firm commitment to school improvement through a collaborative approach, including work with other schools in Humber Education Trust

For an informal discussion regarding the post and Humber Education Trust, please contact Rachel Wilkes, CEO Humber Education Trust, on 01482 755674 or at rwilkes@het.academy

Visits to the school are welcomed and can be arranged via Sue Bates, PA to the Headteacher, Tel: 01472 230110. Further information about the school can be found on our school website: www.cambridgepark.co.uk

HOW TO APPLY:

Please complete an application form and submit online via TES. All candidates are advised to refer to the job description and person specification before making an application.

Closing date for completed applications:

8am, Monday 1 November 2021

Interview date: w/c 15 November 2021

Any offer of employment to this role will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity

checks, medical clearance, proof of relevant qualifications, satisfactory references and eligibility to work in the UK checks.

All members of staff are expected to promote and safeguard the welfare of students in accordance with the Safeguarding Children in Education Act, including maintaining clear professional boundaries in all relationships; to promote an anti-racist, multi-cultural approach.

Professional standards detail responsibilities and expectations of our job roles. The enclosed generic role specification is offered in good faith as a guide to professional practice.

We strive for excellence and encourage our staff to aim high, making positive impacts through their clear focus and professionalism. All role specifications are subject to change to adapt with circumstances. Additional duties may be asked of our staff if necessary.

If you believe you are the right person for our role then we would love to hear from you.



Mark Eames

Principal

The Cambridge Park Academy

JOB DESCRIPTION

Salary range: Leadership Spine
Responsible to: CEO, Humber Education Trust

PURPOSE OF THE JOB

With the approved delegations of the CEO to be responsible for all aspects of the internal organisation, professional leadership, management and control of The Cambridge Park Academy and for leading supervision over teaching and support staff in accordance with Instrument of Government and DfE statutory guidance on complying with the law.

IN RELATION TO THE STATUTORY REQUIREMENTS

The appointment is subject to the current conditions of employment for Headteachers contained in The School Teachers' Pay and Conditions Document, the Academies Act 2010, the School Standards and Framework Act 1998, the required standards for Qualified Teacher Status and other current education and employment legislation.

DUTIES AND RESPONSIBILITIES

Strategic direction and development of HET and the Cambridge Park Academy

To work with the CEO, the Trust Board and the governing body, to develop a strategic view for the academy within HET and analyse and plan for the future needs and further development of the academy within the local, national and international context: To uphold the Trust's values and to support its growth and development.

- i. to formulate overall aims and objectives for the academy and policies for their implementation;
- ii. to lead by example, provide inspiration, motivation and embodiment for the pupils, governors and parents, of the vision, purpose and leadership of the academy;
- iii. to create an ethos and with the CEO provide educational vision and direction which secure effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, mental and physical development, and prepare them for the opportunities, responsibilities and experiences of adult life;
- iv. to secure the commitment of parents and the wider community to the vision and direction of the academy;
- v. to create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement;

JOB DESCRIPTION

- vi. to ensure that all those involved in the academy are committed to its aims, and that of HET, are motivated to achieve them, and are involved in meeting long, medium and short term objectives and targets which secure the educational success of the academy;
- vii. to ensure that the management, finance, organisation and administration of the academy, support its vision and aims;
- viii. to ensure that policies and practices take account of national, local and academy data, and inspection and research findings;
- ix. to monitor, evaluate and review the effects of policies, priorities and targets of the academy in practice, and take action if necessary.
- x. to ensure a commitment to safeguarding and promoting the welfare of children and young people.

Teaching and learning

To work with the CEO, the Trust Board and the governing body to secure and sustain effective teaching and learning throughout the academy and to monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement:

- i. to create and maintain an environment and a code of behaviour and conduct which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline, and which enable teachers to meet the standards set out in the professional development framework;
- ii. to determine, organise and implement the curriculum and its assessment, and to monitor and evaluate them in order to identify and act on areas for improvement;
- iii. to ensure that effective, appropriate pastoral support is available to pupils;
- iv. to ensure that pupils develop skills in order to learn more effectively and with increasing independence;
- v. to monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils in order to set and meet challenging, realistic targets for improvement;
- vi. to ensure proper standards of professional performance are established and maintained;
- vii. to ensure that the academy complies with the statutory requirements that promote equal opportunities for all;
- viii. to create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development;
- ix. to have due regard for the Headteachers' Standards (2020) and to seek to develop the characteristics set out in each of the domains through continuous professional development.

JOB DESCRIPTION

- x. to ensure staff constantly seek ways to engage all pupils, however complex their needs, in high quality learning activities
- xi. to foster a school community that seeks to understand the needs of each and every child and ensures appropriate support in place for their learning, care and health needs.

Leading and managing staff

To lead, motivate, support, challenge and develop staff to secure improvement:

- i. to maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils;
- ii. to plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for each teacher and other members of staff, in work carried out in academy and work carried out elsewhere;
- iii. to participate, as appropriate, having regard for other duties, in the teaching of pupils at the academy;
- iv. to consider the extent to which the Headteacher's duties may be delegated to any Deputy Principal or Assistant Headteacher;
- v. to arrange for the Deputy Principal or other suitable person to assume responsibility for the discharge of the Headteacher's functions at any time when the Headteacher is absent from the academy;
- vi. to ensure that communication channels exist in the academy enabling all staff to receive information they need in order to carry out their professional duties effectively;
- vii. to motivate and enable all staff in the academy to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs;
- viii. to sustain their own motivation and that of other staff;
- ix. to regularly reflect on own practice to ensure the current and future needs of the academy are reviewed and developed.
- x. to implement and sustain effective systems for the management of staff performance, incorporating appraisal targets for teachers, including targets relating to pupils' achievement;
- xi. to participate in arrangements for their own performance management and that of staff;

JOB DESCRIPTION

- xii. to ensure that trainee and early career teachers are appropriately trained, monitored, supported and assessed in relation to the standards for Qualified Teacher Status and standards for induction;
- xiii. to ensure that professional duties and conditions of employment as set out in the School Teachers' Pay and Conditions document, including those for the Headteacher, are fulfilled.
- xiv. to ensure all staff are aware of and apply consistent best practise approaches to support children and young people with severe learning difficulties and autism

Efficient and effective deployment of staff and resources

To deploy people and resources efficiently and effectively to meet specific objectives in line with the academy's strategic plan and financial context:

- i. to work with the Trust, governors and senior colleagues to recruit staff of the highest quality available;
- ii. to prepare and consult with staff regarding job descriptions;
- iii. to work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided;
- iv. to advise the governing body and implement decisions in relation to staffing;
- v. to advise the governing body on the adoption of effective procedures to deal with the competence and capability of staff;
- vi. to advise governors on appropriate priorities for expenditure, allocate funds and to ensure effective administration and control;
- vii. to manage and organise accommodation efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations;
- viii. to make arrangements, if so required, for the security and effective supervision of the academy buildings, contents and grounds, ensuring that any lack of maintenance is reported to the maintaining authority.
- ix. to undertake responsibilities as defined in the Health and Safety policy.
- x. to ensure that appropriate risk assessments are undertaken before sanctioning any participation in any potentially hazardous activity.
- xi. to manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

JOB DESCRIPTION

Accountability

To be accountable for the efficiency and effectiveness of the academy to the Trust, academy governors, including pupils, parents, staff, local employers and the community:

- i. to provide information, objective advice and support to the Trust Board and the governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money;
- ii. to report to the CEO, the Trust Board and the governing body on the discharge of the Headteacher's functions and the affairs of the academy;
- iii. to create and develop an organisation in which all governors and staff recognise that they are accountable for the success of the academy;
- iv. to present a coherent and accurate account of the academy's performance in a form appropriate to a range of audiences, including parents, governors, the Trust Board, the local community, OFSTED, and others, to enable them to play their part effectively;
- v. to ensure that parents and pupils are well-informed about the curriculum, attainment and progress, and about the contribution that they can make to achieve the academy's targets for improvement.
- vi. to report to the governors annually on the performance management of teachers at the academy in relation to the School Teachers Pay and Conditions Document.
- vii. to provide information about the work and performance of staff where it is relevant to their future employment

Signed _____ Date _____

Postholder

Signed _____ Date _____

CEO

PERSON SPECIFICATION

KEY			
ESS	Essential	A	Application
DES	Desirable	C	Certificate
MOA	Method of Assessment	I	Interview and assessment
		R	Reference
QUALIFICATIONS	ESS	DES	MOA
• Graduate with Qualified Teacher Status	✓		A / C
• Achieved NPQH		✓	A / C
• Post-entry curriculum or management qualification		✓	A / C
• Recent participation in a range of relevant in-service training		✓	A / C
RELEVANT KNOWLEDGE	ESS	DES	MOA
• Up to date knowledge in subject, national policy, pedagogy, classroom management strategies, research/inspection findings and statutory requirements	✓		A / I
• Comprehensive knowledge of performance management requirements in an educational context	✓		A / I
• Knowledge of school improvement strategies and models of self-evaluation and their practical application to raise standards.	✓		A / I
• Knowledge of how to set high expectations and to monitor progress in order to raise standards of learning and teaching	✓		A / I
• Knows how to recognise and acknowledge excellence and to challenge poor performance wherever they occur	✓		A / I
• Knowledge of strategies to deal with the most vulnerable children and commitment to safeguarding	✓		A / I
EXPERIENCE	ESS	DES	MOA
• Relevant and successful experience as a Headteacher or senior leader in a school	✓		A / I / R
• Successful experience of teaching in a mainstream and / or special school	✓		A / I / R

PERSON SPECIFICATION

• Day to day experience of leading a school		✓	A / I / R
• Played a key role in a school's OfSTED inspection	✓		A / I / R
• Experience of leading effective school improvement to raise standards	✓		A / I / R
• Experience of day to day involvement in Systems Leadership	✓		A / I / R
• Successful experience of raising standards and implementing school improvement strategies to maximise outcomes for pupils.	✓		A / I / R
• Have a thorough understanding of curriculum development	✓		A / I / R
• Experience of effective and efficient financial management	✓		A / I / R
• Experience of monitoring and improving the quality of teaching and learning	✓		A / I / R
• Proven experience of developing good working relationships with all stakeholders including external services and agencies	✓		A / I / R
• Proven experience in the analysis of performance data for the purposes of target setting and evaluation	✓		A / I / R
• Have experience of strategic planning	✓		A / I / R
• Experience of addressing personnel issues through both formal and informal procedures		✓	A / I / R
• Have a proven commitment to excellent and respectful behaviour from the whole academy community	✓		A / I / R
SKILLS	ESS	DES	MOA
• Demonstrable ability to work effectively in a wide range of partnerships to achieve academy improvements	✓		A / I / R
• Proven ability to lead and manage significant whole academy initiatives	✓		A / I / R
• Excellent management, motivational and communication skills	✓		A / I / R
• Lead, manage and co-ordinate staff through an effective team-based approach	✓		A / I

PERSON SPECIFICATION

<ul style="list-style-type: none"> Ability to understand complex organisations and work with clearly defined line management and supervision structures 	✓		A / I / R
<ul style="list-style-type: none"> Ability to monitor and evaluate the work of others; to offer support and intervention where necessary 	✓		A / I / R
<ul style="list-style-type: none"> The ability to make sound decisions and identify and solve problems based on thorough analysis and sound judgement 	✓		A / I / R
<ul style="list-style-type: none"> The ability to think creatively in order to stimulate innovation and secure the future success of both schools 	✓		A / I / R
<ul style="list-style-type: none"> The ability to implement change management effectively and efficiently, meet challenges and inspire others 	✓		A / I / R
<ul style="list-style-type: none"> Evidence of the ability to manage own workload and that of others to secure an appropriate work life balance 	✓		A / I / R
<ul style="list-style-type: none"> The ability to work well under pressure and to maintain high levels of organisation skills 	✓		A / I / R
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS	ESS	DES	MOA
<ul style="list-style-type: none"> Commitment to raising standards and achieving the highest standards of wellbeing for young people 	✓		A / I
<ul style="list-style-type: none"> Ability to work on own initiative and be pro active 	✓		A / I / R
<ul style="list-style-type: none"> A commitment to a child centred, ethical approach to leadership 			
<ul style="list-style-type: none"> Work in ways that promote equality of opportunity, participation, diversity and responsibility 	✓		A / I
<ul style="list-style-type: none"> A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies 	✓		A / I
<ul style="list-style-type: none"> A commitment to safeguarding and promoting the welfare of children and young people 	✓		A / I
<ul style="list-style-type: none"> The post holder will require an enhanced DBS 	✓		C

Notes:

This job description may be amended at any time in consultation with the postholder.



Work for

Humber Education Trust

We value our employees.

The following **benefits** are available to employees within our academies:

Financial

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay
- Occupational Health Referrals & Counselling

Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working
- Childcare vouchers (applicable if already enrolled pre October 2018)

Employee Benefits - Permanent Contracted Employees & Fixed Term

- 20% Discounted Gym Membership - Hull City Council Leisure
- Display Screen User Eye Tests

Professional Development

- Continuous Professional Development for All Staff
- Access to Middle and Senior Leadership Courses
- Supportive staff, committed to improvement, who will work with you to achieve your goals

The opportunity to make a real difference to the lives of our students