



# Guilsborough Academy

*Guilsborough Multi Academy Trust*



# Outreach Leader

Candidate information pack

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# Letter from the Principal

Thank you for expressing interest in our Academy, particularly regarding the exciting new position of Outreach Leader.

I understand the significance of making informed decisions when considering a new opportunity. To help you learn more about us, I encourage you to visit our website at <https://www.guilsborough.northants.sch.uk/> where you can access a wealth of information, including recent newsletters.

For those considering applying, we will be offering tours to provide a firsthand experience of the academy and its values. If you would like to schedule a tour, please reach out to our HR department at [hr@guilsborough.northants.sch.uk](mailto:hr@guilsborough.northants.sch.uk).

Our Ofsted report, available [here](#), outlines our clear behaviour system and effective safeguarding processes.

While many of our staff members have longstanding tenures, I became the Principal of Guilsborough in September 2020 and was warmly welcomed. The supportive atmosphere among colleagues in their dedication to our students has been a highlight. Positive messages from parents/carers, showcased on our website, further attest to our commitment to ensuring students consistently achieve their potential. Colleagues who have been with us for an extended period often cite the students, their fellow colleagues, and the available training and career development opportunities as reasons for their continued commitment.

I firmly believe that by attracting exceptional staff, prioritizing their well-being, and fostering an environment conducive to their growth, we can continue to provide our students with the high-quality education they deserve.

If you believe that Guilsborough Academy aligns with your aspirations, we welcome your application.

Best wishes for the future.



*Simon Frazer*  
Principal of Guilsborough Academy



# About Us

At Guilsborough we believe that learning should be enjoyable and challenging. This belief, combined with the excellent teaching skills, commitment of our staff, enthusiasm and hard work of our pupils, lies at the heart of our success.

We are passionately committed to the achievement of every individual pupil and to providing high standards of teaching and learning. Our reputation with the local and wider community rests on consistently providing quality education for pupils of all abilities. Our pupils' excellent academic achievements can be seen in the national league tables. Every year, our most able pupils achieve very highly and we encourage and support pupils to aim for top universities, whilst also providing strong support for alternative routes to higher qualifications post 18. This is supported by our excellent Careers programme. We also hold the prestigious CEIAG award (Career Education, Information Advice and Guidance).

Guilsborough Academy is committed to a comprehensive intake and accepts pupils of all abilities. As an inclusive school community, our pupils come from a wide variety of different social and cultural backgrounds. We aim to challenge all our pupils to reach their full potential and celebrate their successes. We ensure that those pupils who have special educational needs are provided with appropriate support, so that they too may reach their potential.

Individual strengths within our pupils are encouraged and celebrated. We encourage them to explore a wide variety of interests within and beyond the school curriculum. Our aim is to develop thoughtful, kind and considerate adults, who will not only contribute to the school, but also to the wider community. Pupils' personal development and happiness are very important to us and our extensive programme of extra-curricular activities, including excellent Music, Drama and Sports provision, supports this process. We expect high standards of behaviour and seek to build strong relationships between staff and pupils. Considerate and responsible attitudes and behaviour are fostered through a strong Life Skills programme.

We are a small MAT situated in the idyllic Northamptonshire countryside. We are presently comprised of one academy: Guilsborough (11-19) Academy. Guilsborough is a "converter" Academy and formed a Multi Academy Trust and is a supportive and friendly school that aims to fulfil our mission statement: learning without limits. We are easily accessible from the M1/M6 and A14 in just five minutes, offer outstanding professional development entitlement and provide superb resources.

## **The aim of GMAT**

Our aim is to pursue and promote sustainable excellence in the provision of 11-19 education for the benefit of our pupils, staff, parents/carers and the wider community.

## **The GMAT Strategy**

We play an active role in the wider community of educators. We value productive relationships and partnerships that help us to maintain and further develop our expertise, and we also seek opportunities to share our own best practice with others.

We value the work of our Trustees to hold the academy to account and constructively monitor its progress. Intervention must be proportionate and timely to the identified areas of development.

# Advert

## Contract Type:

- Permanent
- Full time

## Salary:

- Main or Upper Pay scale

## Start date:

- Easter 2025

## Closing date:

Tuesday 11<sup>th</sup> February 2025

## How to apply:

To apply, please complete an application form, which can be found on the vacancies page of our website:

<https://www.guilsborough.northants.sch.uk/vacancies>

Completed application forms should be accompanied by a letter of application

*Situated in the idyllic Northamptonshire countryside, Guilsborough Academy is a supportive and friendly school which aims to fulfil our mission statement: learning without limits. We are easily accessible from the M1/M6 and A14 in just five minutes, offer outstanding professional development entitlement and provide superb resources.*

## Outreach Leader

We are seeking to appoint a dynamic, passionate and caring teacher as our Outreach Leader. 'Outreach' is the Academy's on-site provision for students who face temporary barriers to attending school and/or lessons. As the Outreach Leader, you will co-ordinate the design, implementation and quality assurance of the provision as we strive to ensure that all students can maximise their full potential. This practice requires the Outreach Leader to collaborate with a range of stakeholders (Academy staff, parents/carers and external agencies). As part of the role, the Outreach Leader is also a Designated Teacher of Looked after Children (LAC), alongside the Vice Principal, with responsibility for the provision of vulnerable students, as well as the Pupil Premium+ funding.

This rewarding role will involve approximately 0.4FTE teaching, the majority of which will be in small-groups or 1:1.

We welcome applications from Early Career Teachers for a September 2024 start, as well as experienced teaching staff. ECTs benefit from a fully supported programme, including regular subject-specific mentoring and comprehensive school-wide training.

Are you intrigued? Do you have the drive and determination to contribute to the further wider development of our Academy? Do you want to work for an organisation that has the wellbeing of staff and students at its heart, alongside fantastic new employee benefits? If so, we would be delighted to hear from you.

Visits to the school are warmly welcomed. To come and see us in action, please contact our HR team to arrange a suitable time on [hr@guilsborough.northants.sch.uk](mailto:hr@guilsborough.northants.sch.uk) or 01604 740641.

**Closing date: Tuesday 11<sup>th</sup> February 2024**

*Guilsborough Academy is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check and by completing this application form, you confirm that you have read the DBS Code of Practice and the Safeguarding & Child Protection Policy which is available on our website. An enhanced DBS check, two satisfactory references, identity and medical checks are mandatory for all posts within Guilsborough Multi Academy Trust. Our safeguarding and Child Protection policy is available [here](#). We are also committed to meeting the requirements of disability discrimination and other legislation.*

We occasionally close vacancies early if we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.

### **Online searches**

As part of our rigorous Safer Recruitment process, Guilsborough Academy has adopted the practice of online searches including social media for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview. Therefore, if you are shortlisted for a role, an appropriate online search will be undertaken on your name(s).

Consent to an online search is included in the Guilsborough Academy application form. Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Guilsborough Multi Academy Trust is passionate about its values of Respect, Aspiration, Responsibility and Equality. We are committed to an inclusive workforce that represents many different cultures, backgrounds and viewpoints.



# Job Description

<b>Post Title</b>	Outreach Leader
<b>Reports to</b>	SENDCO
<b>Salary grade</b>	Main or Upper Pay Scale
<b>Hours</b>	Full time
<b>Contract type</b>	Permanent
<b>Preferred start date</b>	Easter 2025

## RESPONSIBILITIES OF THE JOB

### Key Responsibilities:

- Develop constructive and supportive relationships with the Outreach cohort. Engage with students in order to maximise future choices and opportunities.
- Work closely with the SLT link and SENDCO to co-ordinate the school's approach to raising the achievement of SEND students and others who are vulnerable.
- To identify barriers to learning in order to design, lead and deliver appropriate intervention strategies and learning opportunities
- With the SENDCO, provide a clear and ambitious action plan for Outreach and the teaching and intervention provision.
- To assess and evaluate the effectiveness of provision for Outreach and review the action plan as appropriate.
- To ensure that staff are aware of Outreach pupils and their progress and their needs, via Inclusion Passports.
- Work with subject teachers and HODs to source appropriate work to enable students to follow the mainstream curriculum where possible.
- To have oversight of the implementation of entry and exit plans for students accessing the Outreach provision
- To liaise with other staff responsible for SEND, Inclusion, interventions and pupil progress.
- To undertake a commitment to delivering additional numeracy and literacy interventions to small SEND groups and in Outreach.
- To evaluate the impact of intervention strategies and the teaching in Outreach; for example, through pupil voice, data analysis, teacher feedback and parent/carer feedback. To report these findings periodically to the SENDCO/SLT with proposals for further action.
- To act as the Designated Teacher for Looked After Children and as such attend PEPs and LAC reviews and ensure accurate completion of associated paper work.
- Take responsibility for writing action plans to support the provision of vulnerable students.
- To ensure that the funding reaches LAC pupils for whom it is intended and that it makes a significant impact on their education.
- To provide highly visible support for the school's pupil premium policy around the school.
- To support, educate and liaise with parents/carers to create and promote positive working relationships and to raise aspirations, carrying out home visits if required
- To provide a summary of pupil progress for the annual pupil premium report to be published on the school website as required by the conditions of the pupil premium grant
- Consider successful local and national strategies and research/evidence from agencies such as the Education Endowment Foundation (EEF).

- To assist with control of a clearly identifiable budget for pupil premium pupils and ensure the effective use of the budget to achieve the objectives of the pupil premium action plan and school development plan.
- Manage a Pupil Premium database and track a range of data on Pupil Premium students' performance, behaviour and attendance, and update any other confidential records
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To provide termly reports to the SLT
- Proactively seek out, identify, plan, organise, and lead an extensive variety of academic, social and esteeming interventions for students eligible for the Pupil Premium, including trips, study support, residential, and extended schools opportunities
- To facilitate meetings with parents/carers and professionals and attend home visits where appropriate.
- To train as a DDSL and become part of the Safeguarding Team.

### **Teaching**

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote excellent progress and outcomes by pupils
- Demonstrate excellent subject and curriculum knowledge
- Demonstrate their quality of teaching is 'good' to 'outstanding'
- Participate in arrangements for preparing pupils for external tests
- Fulfill the professional responsibilities of a teacher, as set out in the [School Teachers' Pay and Conditions document](#)
- Meet the expectations set out in the [Teachers' Standards](#)

### **Whole-school organisation, strategy and development**

- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

### **Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

### **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate

### **Communication**

- Communicate effectively with staff, pupils, parents and carers

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school



- Develop effective professional relationships with colleagues

#### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

#### **Management of staff and resources**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

#### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

#### **Additional areas of responsibility for the upper pay range (UPR)**

- Contribute significantly to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Have extensive knowledge of your subjects/curriculum areas, related pedagogy and assessment
- Provide a critical role in the life of the Academy
- Be a role model for teaching and learning
- Make a distinctive contribution to the raising of pupil standards
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning
- Lead on the Outreach provision
- Provide pastoral care as required and being aware of mental health and wellbeing needs
- Provide advice, coaching and mentoring to other teachers in order to help them develop and meet the relevant standards

#### **General:**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- To promote and safeguard the welfare of young and vulnerable people.
- Supervise students whilst they are on their break as part of the directed time calculation.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted in the course of duty
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the schools equality policy and Code of Conduct and national regulations such as Data protection and Health and Safety.
- To adhere to GDPR and Data protection regulations, whilst maintaining confidentiality.
- To attend relevant meetings and training sessions in line with their employment contract
- All members of staff are required to participate in the school's appraisal scheme.

- This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

This job description and related documents provide the standards and framework for Performance Management Objectives for a Main and Upper Pay Range Teacher which will be set under the School's Appraisal Policy before, or as soon as practicable after, the start of each appraisal period. The objectives set will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate to the teacher's role and level of experience. The appraiser and appraisee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the School's plans for improving the School's educational provision and performance and improving the educational opportunities of pupils at that School.

#### **FURTHER INFORMATION**

*Guilbsborough Academy is committed to safeguarding and promoting the welfare of children and young people. All appointments made within Guilbsborough Multi Academy Trust are subject to an enhanced DBS check, receipt of two satisfactory references, identity and medical checks within Guilbsborough Multi Academy Trust. Our safeguarding and Child Protection policy is available [here](#).*

*We are also committed to meeting the requirements of disability discrimination and other legislation. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act. If a pending charge, conviction, bind-over or caution has been recorded against you, this will not necessarily debar you from consideration for this appointment. For further information please read out Recruitment of Ex-offenders policy which can be found [here](#).*

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

This job description will be reviewed and updated periodically to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes but if agreement is not possible, management reserves the right to make changes to the job description following consultation.

# Person Specification

	<u>Criteria</u>	<u>Essential</u>	<u>Desireable</u>
<b><u>Qualifications and Experience</u></b>	Qualified Teacher Status	✓	
	Qualified to degree level in relevant subject	✓	
	Right to work in the UK	✓	
	Relevant teaching practice and training with the subject area	✓	
	Essential to be willing and able to teach more than one subject	✓	
	Evidence of further professional development	✓	
	Experience and/or qualifications in Mental Health, Attachment, Emotionally Based School Non-Attendance		✓
	Experience of working in a classroom environment supporting vulnerable learners		✓
	Ability to foster a positive classroom ethos which motivates students to fulfil their potential		✓
	Experience of teaching up to GCSE English and/or Maths		✓
<b><u>Skills and abilities</u></b>	Evidence of achieving excellent progress for vulnerable learners	✓	
	Good written and oral communication skills	✓	
	Ability to use ICT effectively for-planning interventions and oversight of staff within Outreach	✓	
	Ability to analyse data and make informed judgements		✓
	Excellent interpersonal and organisational skills	✓	
	Reflective practitioner	✓	
	Commitment to offering bespoke support and provision for vulnerable learners	✓	
	Commitment to the safeguarding of children and young people	✓	
<b><u>Other attributes</u></b>	Willing to undertake exams access assessor training	✓	
	Optimistic, enthusiastic and generous of spirit	✓	
	Highly credible and lead by example	✓	
	Evidence of ability to lead and work as a team member	✓	
	Evidence of contributing to the wider life of a school	✓	
	Clear vision and moral purpose through extra-curricular activities	✓	
Ambitious and committed to own professional development	✓		

# Rewarding & Supporting Guilsborough Academy Staff

We value our staff, and we are very aware that the positive contribution of all staff is a significant factor in the success and long-term sustainability of our Academy. Without the energy, drive and enthusiasm of our staff, the Academy would not be in the successful place it is today or as prepared to face new challenges in the future. We are committed to developing well-being initiatives to support all of our staff and are able to offer:

- **We are a Carnegie gold standard accredited organisation for mental health for both students and staff**
- **A dedicated staff Wellbeing Committee.**
- **Refer a Friend payment scheme, plus a welcome bonus for your friend**
- **A £1,000 welcome bonus to employees employed on a permanent contract**  
*Terms and Conditions apply*
- **Access to trained staff Mental Health First Aiders**
- **A developmental and supportive culture for continued professional development.**  
*The academy strives to deliver personalised pathways and opportunities in order to enhance the growth and development of all staff members.*
- **A stunning rural location.**
- **HR Services on site.**
- **Eye Tests.**  
*Reimbursement on eye tests*
- **Free annual Flu Vaccinations for all staff.**
- **Access to 24/7 telephone counselling service for staff and their immediate family via Health Assured**
- **Free access to our Fitness Suite.**
- **Pension Schemes.**  
*GMAT offers a defined benefit pension scheme which is supported by academy contributions as well as those of the employee. GMAT has two pension schemes, the Teacher's Pension Scheme and the Local Government Pension Scheme.*
- **Healthy Eating.**  
*Our in-house catering firm Innovate offer a healthy range of food at both break and lunch-time. Staff are entitled to a free lunch if undertaking an evening duty.*
- **Free and secure Car Parking on site.**
- **PTA.**  
*We have a very active PTA group that all staff can get involved in if they wish.*
- **Employee Benefits Scheme**
  - Car Scheme
  - Private Health Care Options
  - Discounts & Cashback Schemes
  - And much more!



# Contact Us

## Visit us:

Guilsborough Academy  
West Haddon Road  
Guilsborough  
Northampton  
NN6 8QE

## Call us:

01604 740641

## Email us:

[info@guilsborough.northants.sch.uk](mailto:info@guilsborough.northants.sch.uk)

## Visit our website:

<https://www.guilsborough.northants.sch.uk/>

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