

Braunton Academy



‘Aspire and Achieve’

**Deputy Headteacher
(Curriculum/ Teaching & Learning Leader)**

Required for September 2021

Leadership Spine 17-20

Closing Date for Applications: Monday 3rd May 2021

Interviews: Monday 17th & Tuesday 18th May 2021

Braunton Academy continues to be a good school.

Barton Lane

Braunton

North Devon EX33 2BP

Tel: 01271 812221

Academy Website: www.braunton.academy

Email applications: recruitment@braunton.academy

Principal: Mr Mick Cammack

Students: Aged 11-16 number on roll: 750

March 2021

Dear Candidate

RE: Post of Deputy Headteacher

Thank you for expressing an interest in the position of **Deputy Headteacher** responsible for the curriculum/ Teaching & Learning agenda within our Academy. I hope that you find the enclosed information useful in forming your views of our exceptional Academy and the community life we lead here at Braunton.

This is an exciting position for a suitably qualified candidate and you will be part of a forward thinking and successful Senior Leadership team. Our Academy has a great history with our community and longevity of success. Please find enclosed the following information to help you formulate your application:

- Copy of advertisement
- Person Specification
- Job Description
- Principal's Welcome
- Academy Mission Statement on Learning and Leadership
- Braunton Academy Application Form

If you are interested in applying for the post, please download an Academy application form from the Recruitment section of our website at www.braunton.academy Please complete the application form together with a full letter of application addressed to Mr M. Cammack, Principal, of no more than 2 sides of A4, font 11, by 12.00pm on Monday 3rd May 2021. Applications may be emailed to recruitment@braunton.academy or may be posted to Alice Hellmund, H.R./Admin Systems Manager at Braunton Academy, Barton Lane, Braunton, North Devon EX33 2BP. Interviews will be held on Monday 17th and Tuesday 18th May (two day interview process).

I hope that your research leads you to the conclusion that you wish to be a part of our team and therefore I look forward to receiving your letter of application. This is an exciting time to work at Braunton Academy as we build on our very positive Ofsted report from January 2020. I would encourage you to read the report carefully and if you have any questions or queries about any of the matters within it, please do not hesitate to contact the school.

Braunton Academy is a true learning community which passionately believes in empowering its staff in order to empower its students. **As a respected and trusted centre of the local community**, we are committed to providing the very best of education to the children of Braunton and its surrounding villages, shaping all of our futures. Supporting both students and their parent/carers, our central aim is to build strong partnerships that recognise and respect the value of learning, investing in and reigniting that true love of learning for all that it can offer our community and provide for our children as masters of their own destiny.

Our strongest resource is our staff and therefore we require passionate, rigorous and dedicated professionals to help guide our Academy within the 21st Century. If you have a strong work ethic, are self-reflective and are committed to change and improvement, we look forward to receiving your application and working alongside you through this recruitment process.

Yours sincerely

Mick Cammack
Principal

Braunton Academy



Deputy Headteacher (Curriculum/ Teaching & Learning Leader)

Braunton Academy seeks a visionary and exceptional individual to lead and inspire the teaching and learning agenda across the Academy. The successful candidate will hold the highest standards of academic expectations for all students. You will play an active and influential role in all aspects of school leadership.

This is an exciting position for a suitably qualified candidate and you will be part of a forward thinking and successful Senior Leadership team. Our Academy is greatly respected within the local community and is routinely over-subscribed.

Braunton Academy is determined to be one of the very best schools in Devon. We have a culture where the highest standards are expected of everyone in our learning community and we take a great pride in our students' achievements. The teaching and support staff are a highly committed team with great skills and expertise. Both students and staff are exceptionally well supported and given every opportunity to aspire and achieve.

The successful candidate will be a reflective practitioner able to evaluate practice and embed a process of continuous improvement. You will have a high level of leadership and management skills and be totally committed to improving the life chances of all of our students. You will receive support and guidance where appropriate, but ultimately will have the autonomy to lead your main areas of responsibility.

You will have

1. A proven track record of success in raising progress and attainment of learners/students
2. Outstanding teaching ability
3. High expectations of all and commitment to all aspects of school life
4. An open and collaborative approach to leadership
5. The ability to inspire, engage and communicate with learners/students, staff and parents/carers
6. Flexibility, energy and imagination
7. Middle Leader experience
8. Passion and drive to help the academy realise its vision

We will offer you

- An outstanding, positive ethos, where learners/students enjoy, aspire and achieve
- A school genuinely at the heart of its community
- Staff and Governors who are committed, talented and highly motivated
- First class learning facilities
- A commitment to support all staff through CPD opportunities, in both their existing responsibilities and their aspirations for their future careers
- An enviable lifestyle living in beautiful North Devon

This is an exciting time to join Braunton Academy! Our vision is about securing the futures of all of our students and sustaining high quality provision for generations to come. We look forward to you joining us to work with parents, carers and the wider school community to realise this vision.

Braunton Academy

Deputy Headteacher

Person Specification

Evidence source:

AF = Application Form
 LO = Lesson Observation
 I = Interview
 R = Reference

QUALIFICATIONS AND TRAINING	
Essential	Evidence
1. To be a qualified teacher.	AF
2. To have a degree or equivalent.	AF
3. A proven track record of having a significant impact in your current role.	AF + I + R
Desirable	
1. Higher Degree or further recognised and accredited professional training or qualification.	AF
PROFESSIONAL SKILLS AND EXPERIENCE	
Essential	
1. Successful and sustained experience as a classroom practitioner.	AF + I + R
2. Successful experience as a subject or pastoral leader/co-ordinator (or similar Middle Leadership position).	AF + I + R
Desirable	
1. Successful experience in leading whole school initiatives resulting in school improvement.	AF + I + R
2. Successful experience of working with other agencies/stakeholders to support student progress and development.	AF + I + R
3. Experience of working in more than one school.	AF + I + R
4. Successful experience of leading/contributing to robust self-evaluation and quality assurance procedures.	AF + I + R
5. Experience of working with Local Authority staff and other outside Agencies.	AF + R
KNOWLEDGE AND UNDERSTANDING	
Essential	
1. Deep understanding of what constitutes effective teaching and learning, running alongside an appreciation of current research on Teaching & Learning.	AF + I + R
2. Secure knowledge and understanding of all curriculum requirements, new accountability frameworks and the national agenda in relation to the curriculum and assessment at all key stages.	AF + I + R
3. Secure knowledge and understanding of all the assessments at KS 3/4 and all benchmarking documents.	
4. Understanding of how data analysis can inform school improvement and a knowledge of effective strategies to improve Teaching & Learning.	
5. Thorough understanding of self-evaluation and how it leads to improvement planning and raising standards.	I
MANAGEMENT EXPERIENCE	
Essential	
1. The ability to work constructively in partnership with all stakeholders, establishing positive and effective collaborations with parents, governors, other schools, external agencies and the local community.	AF + I + R
2. Successfully led, planned, managed and evaluated change which has had a significant impact at a whole school level.	I + R

3. Evidence of curriculum development, assessment and/or development and quality assurance of Teaching & Learning.	
4. Proven ability to self-motivate, use initiative and lead proactively.	
5. Good organisational skills and the ability to have a flexible and adaptable approach.	I + R
6. To possess excellent listening, written and oral communication skills, the ability to chair meetings, make presentations and to communicate effectively with students, parents, governors and staff.	AF + I + R
7. Evidence of good student management and behaviour.	R
COMMITMENT	
Essential	
1. The promotion of Braunton Academy as a centre of excellence.	I
2. Able to articulate a sound educational philosophy consistent with the Academy's aims.	
3. Equal opportunities for all in the widest context, but especially focusing upon inclusion and the right for all to fulfil their potential.	1
4. The development of the professional effectiveness of all staff within the Academy.	I
5. Ensuring that all students reach their full potential.	AF + I
6. Providing the choice and flexibility in learning to meet the personalised learning needs of every child.	I
PERSONAL ATTRIBUTES	
Essential	
1. Passion and commitment to inclusive and comprehensive education.	I + R
2. Well-developed IT Skills, particularly in the most commonly used platforms.	AF + I + R
3. Ability to work as an effective team member and a willingness to challenge under-performance.	I + R
4. Be flexible, adaptable and maintain high levels of energy and enthusiasm coupled with a sense of humour and perspective.	
5. Display commitment to the protection and safeguarding of children and young people.	LO + I
Desirable	
1. Have the potential and desire for Headship in the longer-term.	I + R

**BRAUNTON ACADEMY
JOB DESCRIPTION
DEPUTY HEADTEACHER (CURRICULUM/TEACHING & LEARNING LEADER)**

Reports to the Principal

The job description should be read in connection with the duties of a Deputy Head teacher as set out in the current School Teacher's Pay and Conditions Document 2020.

CORE PURPOSE

- To ensure the vision for the Academy is clearly articulated, shared, understood and acted upon effectively by all.
- To work within the Academy community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrate the vision and values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive climate.
- Ensure that strategic planning takes account of the diversity, values and experience of the Academy and at large.
- In conjunction with the Principal and Assistant Head teacher, assist with the leadership and management of all the staff and the general organisation of the Academy.
- To carry out ad hoc duties delegated by the Principal.
- The job description should be read in conjunction with the Core Standards for all leaders.

This job description may be amended according to the strengths and areas of experience of the successful candidate, following consultation with the Principal. Priorities for the year will be negotiated within the context of the School Development Plan.

POST RESPONSIBILITIES

Teaching & Learning

- To ensure that the academy's teaching and learning activities support the belief that all students should 'Aspire and Achieve'.
- Ensure that teaching and learning are at the centre of strategic planning and resource management.
- Lead the Teaching & Learning Leadership Team to establish creative, responsive and effective approaches to learning and teaching.
- Plan, co-ordinate and contribute to the programme of CPD taking into consideration developments in research and best practice.
- Plan, co-ordinate and contribute to the programme of metacognition and self-regulated learning that underpins students' learning at the academy.
- Lead on the monitoring, evaluation and review of classroom practice and promote improvement strategies through the annual departmental review programme.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Empower a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning.
- Working with the KS3 and KS4 Raising Standards Leaders, challenge underperformance at all levels and ensure effective interventions to promote progress.

- Further develop and embed a programme of self-evaluation within and across Departments and facilitate the sharing of good practice with regards to student achievement and intervention
- Ensure that professional development contributes to Academy priorities and enhances teaching and learning.

Whole School Assessment

- Ensure a consistent and continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress in every student's learning and assess impact of tracking and intervention
- Lead on data management, giving direction and sustained emphasis to all aspects of data and intervention.
- Lead on the academy's assessment policy to ensure that all elements of it are robust, accurate and fit for purpose considering the needs of all identified groups of students.
- Lead on the development of effective intervention strategies for underachieving students, including challenging underperformance and implementing strategies which lead to improvement.
- Line management of the Data Manager and the KS3 and KS4 Raising Standards Leaders.
- Manage and develop the Academy's Reporting systems.
- Report data analysis to the Principal, SLT and Governing Body.

Curriculum

- Lead on curriculum planning and modelling to ensure that the academy provides an appropriately rich and flexible curriculum which ensures maximum opportunities for learning experiences and achievement. The curriculum is linked to the agreed accountability measures and ensures that all students are prepared well for their chosen career pathways.
- Have expert knowledge of national curriculum trends, issues and changes.
- Manage staffing needs and ensuring an appropriate timetable is in place.
- Organise and produce the academy timetable.
- Manage the school KS4 Pathways/Options system.
- Lead on ensuring that the curriculum builds on the foundations of the primary curriculum and is a gateway to further career pathways into education, employment or training
- Work closely with the Exams Officer and the SENCo to implement the examination structure including PPEs (mocks), internal exams, NEAs and external exams ensuring that all students are well prepared for the experience of sitting examinations.
- Lead the Middle Leaders' meetings as part of the annual calendar of meetings.

Other main responsibilities:

Line Management of:

- a number of curriculum areas in the academy;
- the Pupil Premium Coordinator;
- the Data Manager and Exams Officer (one person);
- the KS3 and KS4 Raising Standards Leaders;
- the Literacy and Numeracy Coordinators;
- the librarian;
- daily cover and supply.

Performance Management

- Leading on the rationale, process and monitoring of the academy's performance management programme.

CPD

- Oversight of all training needs and allocation of budgets to support a strong ethos of professional development.
- Management of the Blue Sky platform for both performance management and CPD record-keeping.
- Oversight of the NQT Induction Programme.

Management of:

- the curriculum budget to support the effective delivery of the curriculum in all subject areas;
- intervention budgets including oversight of the Pupil Premium budget;
- the professional development budget;
- the supply budget;

Governance

- Report to Governors on relevant areas of responsibility.
- Attend the regular Quality of Education Governors' portfolio group.

<p style="text-align: center;">JOB DESCRIPTION FOR STANDARD SCALE TEACHER</p>
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1. RELATIONSHIPS

The postholder:

- 1.1 Is responsible to the Head of Department for teaching subject duties.
- 1.2 Interacts with colleagues on a professional level and seeks to establish and maintain productive relationships with them in order to improve the quality of teaching and learning in the school.

2. PURPOSE OF THE POST

- 2.1 To contribute to the teaching and other work of the Department.

3. KEY TASKS

- 3.1 To teach students across the full ability range.
- 3.2 To participate in the development of the subject throughout the school and in the production of schemes of work.
- 3.3 To seek to manage students effectively in order to enhance their learning and that of others.
- 3.4 To participate in the development and implementation of departmental policies.
- 3.5 To attend Staff, Departmental and other calendared meetings as appropriate.
- 3.6 To carry out the assessment, recording and reporting of students' work as outlined by the departmental and school Assessment Policy.
- 3.7 To attend Parent/Subject Consultation Evenings as appropriate.
- 3.8 To provide information on student progress when required and ensure that parents are informed of successes or concerns relating to the subject.
- 3.9 To work with the Learning Support team to help identify, monitor and enhance the learning of students with learning and behavioural difficulties.
- 3.10 To ensure the appropriate use and storage of resource materials and equipment and the observation of Health and Safety Regulations.
- 3.11 To set appropriate homework as required by the homework timetable and support its recording in the students' planners.
- 3.12 To carry out duties concerning the supervision of students as detailed by the Principal.
- 3.13 To participate in Activities Week following negotiation with the lead professional.

BRAUNTON ACADEMY

MISSION STATEMENT ON LEARNING AND LEADERSHIP

LEARNING

Learning enables individuals to change and to grow, becoming independent and confident.

The Academy has a commitment to improving the quality of Learning by :

- preparing people for their futures by :
 - encouraging creative thinking and reasoning
 - instilling self-confidence and self-esteem
 - developing Communication, Literacy, Numeracy and IT skills
 - encouraging life-long learning and problem solving
- recognising that individuals learn in different ways by :
 - using a variety of learning and teaching styles
 - changing the learning process according to need
 - providing opportunities for success for all
 - appreciating that learning is interactive
 - being adaptable and flexible
 - enthusing, challenging, stimulating and inspiring
 - nurturing and supporting
 - making learning fun and enjoyable
 - provide opportunities for independent and interdependent learning
 - understanding the learning process
- checking the effectiveness of learning by :
 - being clear about the learner's starting point
 - using a variety of assessment techniques
 - using assessment data constructively
 - seeking learner feedback
 - encouraging self-evaluation
- supporting the learning process by :
 - ensuring a safe, well-resourced environment
 - using the community to enhance learning
 - creating an atmosphere which is conducive to learning
 - having high expectations of all

Learning is for all members of the Academy community

LEADERSHIP

Leadership ensures the Academy's commitment to improving the quality of students' learning by:

- developing a shared **vision** and evaluating progress
- sustaining a **culture** which :
 - respects and values all its members
 - is open and accessible
 - develops individuals and teams
 - challenges and motivates
 - listens and responds
- sharing and communicating :
 - a love for **learning**
 - an understanding of how people learn
 - the belief that learning never stops
- actively engaging with the **community** by :
 - encouraging and enabling community involvement by students and staff
 - welcoming the community into Braunton Academy
 - developing business links
 - promoting the work and values of the Academy
 - supporting the life of the community

Leadership is not confined to a few people. It is a quality which is to be encouraged in all members of the Academy.

MANAGEMENT

Management ensures the Academy's commitment to improving the quality of students' learning by:

- **deploying people, time and resources to :**
 - provide the highest quality learning and teaching
 - provide pastoral support for students and staff
 - monitor and evaluate the work of the Academy
 - ensure responsible behaviour
 - ensure a safe, secure and attractive environment
 - work with the community
- **using structures and systems which :**
 - are effective and efficient
 - define roles and responsibilities
 - define lines of support and accountability
 - ensure legal requirements are met
 - are simple and unbureaucratic
 - enable decisions to be taken at appropriate levels
 - use effective communication
- **providing value for money**

Management is not confined to a few people. It is exercised by all members of the Academy.