



Assistant Head of Academy

Dormanstown Primary Academy

Tees Valley Education Trust

Job Reference: DPA 198



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WELCOME LETTER FROM THE TRUST



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Dear Applicant

Thank you for expressing an interest in applying for a position working with Tees Valley Education Trust.

The Trust currently comprises of five Academies - Brambles Primary Academy, Discovery Special Academy, Dormanstown Primary Academy, Pennyman Primary Academy and Wilton Primary Academy.

Tees Valley academies believe in excellence as a birthright. All children, regardless of circumstance, have an entitlement to a world-class education. The Academy Head Teachers operate in an atmosphere of trust, honesty, integrity and an unwavering commitment to excellence for children. They firmly believe there should be “no excuses or barriers!” in education.

All of the academies are located in areas of significant deprivation and its leaders are passionate about the difference education can make to children’s lives.

Therefore, if you are successful, you will be joining a brilliant team. All of our staff, regardless of their role, work together to ensure that our children are provided with the best education possible.

As a Trust, we are committed to giving our leaders and teachers time to fulfil their professional duties and responsibilities. We also offer you the opportunity to work in a vibrant, supportive and friendly atmosphere where you will be enabled to develop both personally and professionally.

Enclosed with this recruitment pack you will find the advert, job description and person specification for the post along with an application form, safeguarding information and guidance on how to apply. If you wish to apply, then please make sure that you complete the application form fully. Please do not attach a curriculum vitae: we will only consider information completed as part of the application form.

Yours faithfully

Katrina Morley

Chief Executive Officer and Executive Head Teacher of Pennyman Primary Academy

Assistant Head of Academy

Dormanstown Primary Academy

Status: Permanent

Hours: Full Time

Salary: L2 - L6 (£43,251 - £47,735)

Commencing: October 2022

Reporting to: Head of Academy

Dormanstown Primary Academy is a thriving inclusive learning community for 270 pupils from Nursery to Year 6. Within our provision, we have 35 High Needs places for children with complex learning needs from across Redcar & Cleveland. We are looking to appoint to a newly created post of Assistant Head of Academy. We are seeking a candidate who is an outstanding classroom practitioner able to model excellent teaching and learning. Alongside the Head of Academy and joint leadership team under the Executive Headteacher for Dormanstown and Wilton Primary Academies, we believe the skills of an Assistant Head of Academy contributing to the team, will support our journey towards excellence.

The successful candidate will play a large part in leading and evolving teaching, learning and continuous professional development across all areas of the academy. We are looking for someone who will provide a visible, credible and motivating presence with the ability to inspire those around them with a passion for teaching and learning, excellent pedagogical and subject knowledge, team ethic and a commitment to the highest standards. You will have the capacity to challenge, support and inspire with a positive attitude within a collaborative learning culture. The successful candidate will have the opportunity to not only support the Head of Academy and whole academy leadership at Dormanstown but also play a role in supporting Wilton Primary Academy through joint working and development opportunities.

The role will be to lead teaching and learning by example, coaching and mentoring staff to further develop excellence in teaching therefore having a substantial influence on both staff and children. It is a fantastic opportunity for not only aspiring new leaders who are ready to make the next step in their career but also those who are experienced leaders that have a passion for teaching and learning and have the skills to develop others.

The Assistant Head of Academy will:

- Be an outstanding classroom practitioner able to model excellent teaching and learning
- Be a collaborative and inspirational leader, with a strong ability to motivate and empower staff and children to ensure high expectations for attainment, progress and wider outcomes for all
- Have the ability to identify appropriate support and develop others
- Inspire a passion in others so as to support leaders at every level throughout the academy
- Be challenging, supportive and have the enthusiasm and courage to support the journey towards excellence
- Have an understanding of inclusive practice to ensure all pupils access the best possible teaching and provision, that is appropriate to their needs, promotes high standards and fulfilment of potential

We can offer:

- A committed senior leadership team that puts the child at the centre of school improvement
- The opportunity to contribute to shaping the future of teaching and learning
- A forward-thinking academy, which is committed to improvement through evidence based research
- An excellent learning environment for children with a strong community ethos
- Committed and dedicated staff who strive to gain the best outcomes for all of our pupils
- Dedicated pupils who love coming to the academy and are encouraged to be the best they can be
- A passionate and high performing team of professionals across the trust to learn from and contribute to
- A package of leadership CPD including opportunities to develop high quality coaching skills

Please look at the academy website for more information on the educational offer at Dormanstown Primary:

<https://dormanstown.teesvalleyeducation.co.uk/>

This is a superb opportunity to develop and progress professionally and to join Tees Valley Education Trust, which has a strong commitment to continued professional development for all staff within an inclusive and supportive environment.

Tees Valley Education Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

Applications are invited from prospective candidates who are able to demonstrate that they are able to meet the essential criteria set out in the person specification. Visits to the academy are actively encouraged and should be arranged by contacting the academy office either by telephone on 01642 483696 or email TVEDormanstown@tved.org.uk

Visit dates are:

Tuesday 14th June 2022 at 9:00 a.m., Wednesday 15th June 3:30 p.m., Tuesday 21st June 9:00 a.m.

If you have any queries about the application process or the position please feel free to contact Mr Oliver Long, Head of Academy on 01642 483696 or email TVEDormanstown@tved.org.uk

Closing Date: 9:00am Monday 27th June

HOW TO APPLY

Application packs can be downloaded or printed directly from the Trust website www.teesvalleyeducation.co.uk or requested from the Academy. Only applications on Trust's official application form will be accepted.

If you are submitting your completed application form by e-mail please be aware that the academy cannot be responsible for any formatting anomalies when printing.

By email to: recruitment@tved.org.uk adding Dormanstown Assistant Head of Academy Vacancy in the subject.

Hand written or electronic printed copies should be posted or hand delivered to the following address for the attention of Mr Oliver Long:

By post to:

Dormanstown Primary Academy
South Avenue
Redcar
Cleveland
TS10 5LY

SAFEGUARDING CHILDREN

The Trust, and its academies, are committed to Safeguarding and Promoting the Welfare of all children. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

The Trust pays full regard to DfE guidance 'Working Together to Safeguard Children DfE 2018'. Anyone who works for the Trust, who is likely to be perceived by children as a safe and trustworthy adult (including volunteers and staff employed by contractors), is subject to appropriate checks in line with current legislation and best practice.

Safer recruitment practice includes scrutinising applications, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring

that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking checking details with the Disclosure and Barring Service.

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including DBS checks. Candidates should be aware that all posts in Tees Valley Education involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

UK General Data Protection Regulation

Refer to our privacy policy on how we will process your personal data including how you can request to access your personal data via Tees Valley Education website: <http://www.teesvalleyeducation.co.uk>.

JOB DESCRIPTION ASSISTANT HEAD OF ACADEMY

The functions and specific responsibilities below are to be undertaken in conjunction with the duties of a Teacher as defined in the School Teachers' Pay and Conditions Document.

The Assistant Head of Academy will:

- Be a member of the senior leadership team
- Provide professional leadership that secures success and improvement, ensuring high quality education for all pupils and ensure high standards of learning and achievement
- Lead the development of teaching and learning practices to impact on outcomes for all pupils
- Develop quality coaching relationships to support developments and the drive for excellence in teaching

LEADERSHIP AND MANAGEMENT

- Contribute to the effective day to day management and organisation of the academy
- Communicate the academy vision compellingly and support strategic leadership
- Play a lead role in the academy improvement planning process, through agreed priorities
- Contribute to the academies self-evaluation process, devising and monitoring improvement action plans and other policy development
- Contribute to the creation of a supportive ethos and stimulating academy environment
- Lead on the production and review of academy policy and guidelines on teaching and learning
- Provide for 'excellence' as lead classroom practitioner, using evidence based research to inform, inspire and motivate other staff to have high expectations and further develop their own practice
- Monitor and evaluate of the quality of teaching and learning taking place throughout the academy and act on identified areas for improvement
- Support moderation of assessment processes and data analysis, contributing to progress reviews
- Work with the Head of Academy to provide support and challenge for ensuring improvement areas are identified and met through provision of quality coaching opportunities
- Contribute to the Trust Improvement Team working in partnership with senior leads across the Tees Valley Education academies

TEACHING AND LEARNING

- Work with the whole staff to develop a strong learning environment that has at its centre high expectations of learning, performance, academic achievement and behaviour and positive outcomes for all
- Lead and support the teaching and learning within the academies through promoting models of excellent classroom practice, coaching, mentoring and supporting self-evaluation for teaching and learning staff.
- Work with the Senior Leadership Team to lead, motivate, support, challenge and develop staff to secure continual improvement
- Promote the culture of inclusion within the academy community
- Set high expectations for children's behaviour across the academy; maintaining good relationships through positive behaviour management
- Work with SLT in ensuring an appropriate programme of professional development for all staff, in line with the academy improvement plan and appraisal including coaching and mentoring as appropriate
- Contribute to Pupil Progress Meetings

PARTNERSHIP WORKING

- Promote and model good relationships with parents and carers, which are based on partnerships to support and improve pupils' learning and achievement.
- Contribute to the development of the academies; strengthening partnerships with families, local and wider community.
- Contribute to the development of the curriculum and leadership across Tees Valley Education Trust by sharing effective practice, working in partnership with other academies and promoting innovation.
- Contribute to policies and practices to ensure opportunities for growth, achievement and success for all adults and children in the academies.

The job holder may be required to undertake additional duties as could be reasonably required.

The job holder may be required to work flexibly between the hours of 8am and 6pm.

The job holder may be required to work across the academy group, including for Trust wide initiatives.
The job holder may be required to undertake additional training.

Important: In the first instance, applications are assessed against the following criteria:

*overall presentation

*use of standard English

*grammatical accuracy

Where applications do not meet the expected standard, they will be discarded before being matched to the person specification.

PERSON SPECIFICATION	
QUALIFICATIONS	E/D
Qualified teacher status – degree or equivalent	E
Evidence of continued and relevant professional development	E
Evidence of leadership qualifications or professional development	D
PROFESSIONAL EXPERIENCE AND KNOWLEDGE	
Excellent classroom practitioner	E
Successful teaching experience across the primary age range	E
Experience as middle leader in a primary school for at least 2 years	E
Experience of successfully leading on aspects of school improvement identified through the school’s self-evaluation and monitoring the impact of initiatives	E
Successful experience of raising standards for all with measurable outcomes	E
Recent experience of contributing to staff development and monitoring teaching and learning	E
Successful teaching experience in more than one school	D
Experience of teaching and learning within an inclusive environment and knowledge of effective practice and provision for children with complex SEND needs	D
Experience of leading and managing staff and developing effective team working	D
Involvement in school self-evaluation and development planning	D
ABILITIES AND SKILLS	
Substantial knowledge of EYFS, KS1 and KS2 curriculum and an understanding of the provision for SEND	E
Understanding of high quality teaching, the ability to model this and to support others to improve	E
A sound understanding of strategies to support all children’s learning	E
Ability to inspire and motivate all children to learn and realise their potential	E
Ability to monitor, evaluate and support improvements in the quality of teaching and learning	E
Able to provide professional direction to the work of others through mentoring/coaching and ongoing CPD	E
Ability to work productively and positively with a range of colleagues both internally and across the Trust	E
Ability to drive for improvements and challenge underperformance	D
Effectively evaluate areas of academy performance and accurately identify priorities for improvement	D
Proven ability to lead change to improve teaching and learning	D
PROFESSIONAL CHARACTERISTICS	
Clear and articulate vision for the development of primary education	E
Commitment to meeting the educational, social and emotional needs of all children	E
Commitment to high standards and continuous improvement	E
Lead by example, with integrity, creativity, resilience and clarity and demonstrate the ability to positively empower, influence and encourage others	E
Excellent interpersonal skills and emotional intelligence	E
Ability to demonstrate the Trust Diamond Standards of Commitment, Curiosity, Courage and Care	E

E – Essential

D – Desirable

EXPLANATORY NOTES

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted.

Interview Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring an original form of identification, photocopies will not be accepted.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references for candidates that are shortlisted for interview and may also approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory DBS check
- Verification of professional status such e.g. QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

Dormanstown Primary Academy Information

Dormanstown Primary Academy is an inclusive thriving learning community of 270 pupils aged 3-11. Our context is challenging, serving an area of socio-economic deprivation with a high proportion of children who are eligible for pupil premium. Within our provision, we have 35 High Needs places for children with complex learning needs from across Redcar & Cleveland.



Our children are entitled to an excellent education; we ensure children have the essential knowledge, learning dispositions and key values to embrace the opportunities and challenges they encounter to go out into the world and make a difference to their own lives and that of others. We achieve this through expert teaching routed in cognitive science and underpinned by:

- A positive climate and routines for learning
- A well-sequenced, knowledge rich curriculum
- Planning for learning rather than performance
- Responsive teaching and effective feedback approaches
- Explicit teaching to extend and enrich vocabulary learning to address language development and the word gap
- A commitment to continual development by all staff



We have a shared understanding that 'Learning is a persistent change in the long-term memory'. Using Trust plans as a starting point, teachers at Dormanstown plan clear sequences of learning which address and activate prior knowledge, introduce new knowledge in granular steps and make meaningful connections between old and new learning. This includes how to use spaced retrieval to ensure information is regularly revisited to enable the information to move from the working to the long term memory.

Our responsive teaching approach to feedback ensures we are constantly consulting and co-constructing learning with our pupils. Pupils are encouraged to be independent and teacher's assessment for learning is pivotal in this process.



The recent relaunch of our school logo in collaboration with our whole community ensures our children display learning behaviours underpinned by our core values: 'aspiration, inspiration, collaboration and celebration', creating a nurturing environment that enables children to be successful learners.

Our children have excellent learning behaviours, are eager to learn and are supported by a team of hard-working and dedicated staff. The children of Dormanstown Primary are happy learners, who work hard to reach the challenges set by their teachers.

We work as part of Tees Valley Education, a Trust that has been operating since September 2015. We work very closely with our partner academies: Brambles, Pennyman, Wilton and Discovery. This gives us the opportunity to develop best practice and deliver improved outcomes for our children. It also allows us to ensure that all our staff receive high quality CPD to support them in achieving their professional goals.

Our vision for Dormanstown is ambitious, and presents a significant challenge, but we are already a long way into this journey. With inspirational pupils who share a love of learning, a passionate staff team and the resources of the Tees Valley Education Trust professionals, we ensure that our children set aspirational goals, inspire one another, collaborate and celebrate together.



Please visit our website for further information dormanstown.teesvalleyeducation.co.uk