



ALL SAINTS

ACADEMY PLYMOUTH



Associate Assistant Headteacher – Director of Technology

Information Pack and Job Description

All Saints Academy, Plymouth

Welcome to All Saints Academy, Plymouth!

This is an exciting time to be part of All Saints Academy, Plymouth and Team ASAP! The academy is undergoing rapid change and improvement and is a brilliant place to work. The academy is housed in state of the art buildings. Our outstanding facilities are some of the best in Plymouth from purpose built classrooms, all fitted with interactive whiteboards to professional catering kitchens for students to use and a Motor Vehicle workshop. We are the only Church of England secondary academy in West Devon and are committed to educating students of the Christian faith, those who belong to other faiths and those who subscribe to no faith. We have the highest expectations of our students here and ensure they go on to achieve their best. All staff and students are committed to the All Saints' mission that all children **succeed beyond potential**. We have high expectations of students here, with a commitment to delivering outstanding teaching and learning that inspires our students and leads to excellent outcomes.

Our mission is underpinned by four values or as we call them here, 'golden threads'. They are:

Faith – Putting Christian faith at the heart of every action and ensuring a safe environment and caring ethos for all.

Foundations – Providing strong foundations in learning, behaviour and success for all.

Family – Understanding the importance of family, the value of community and support for all.

Futures – Preparing for bright futures shaped from excellent progress, achievement and choice for all.

Our four golden threads ensures that all of our students are developed during their time here at the academy, academically, socially, morally and spiritually.

We collaborate closely with the Ted Wragg Multi Academy Trust which allows partnership working for the benefit of all of our students with other Academies in Devon. We are an innovative Academy that really values professional development with staff. To that extent we invest in staff to have time to be part of the 'incremental coaching' programme that stems from America, based on the 'Leverage Leadership' book and 'Teach Like a Champion' techniques. This is what is enabling us to become one of the best Academies in Devon and the South West.

I am very proud to be Headteacher of All Saints Academy, Plymouth which is a very special place to work. I am looking for an exception person for this post and as you read through this information pack, if you wish to find out more, please get in touch. Thank you for taking the time to consider this post and if it is right for you, I look forward to receiving your application.



A handwritten signature in blue ink, appearing to read 'Lee Sargeant'.

Lee Sargeant
Headteacher

Post:

Associate Assistant Headteacher –
Director of Technology

Salary:

L8-11

Responsible To:

Deputy Headteacher

Working Pattern:

Full Time , Permanent

Disclosure Level:

Full DBS

Closing Date:

6 March, 10am

Interview Date(s):

12 March

Start Date:

September 2019





Job Purpose

The purpose of the job is to:

- To be a member of the Senior Leadership team, contributing to upholding overall standards at the academy and ensuring children succeed beyond potential.
- To lead the technology, business and ICT teaching team, in order to ensure excellent learning experiences and outcomes for students in these areas.
- To ensure the curriculum for life (PSHE and careers) is highly effective and aspirational.
- To take a lead role in the teaching and learning team, to ensure excellent pedagogy across the Academy.

We are looking for a specialist in either product design, resistant materials or graphic design.

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General Leadership Standards

Qualities and knowledge

1. Hold and articulate clear values and moral purpose, focused on providing a world class education for the pupils they serve.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and Academy systems locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles centred on the Academy's vision, ably translating local and national policy into the Academy's context.
6. Communicate compellingly the Academy's vision and drive the strategic leadership, empowering all pupils and staff to excel.

Pupils and staff

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between Academies, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

Job Description

System and processes

1. Ensure that the Academy's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in Academy and in the wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set academy strategy and hold the Headteacher to account for student, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the Academy's sustainability.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

The self-improving Academy system

1. Create an outward-facing academy which works with other Academies and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving Academies.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to academy improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others - within and beyond Academies - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

General:

1. Being in charge of the Academy in the Headteacher's absence (on a rota basis).
2. Servicing a Governors' subcommittee.
3. Completing a professional duty before, at breaktime, at lunchtime and after the Academy day.
4. To take on any other directive from the Headteacher, as required.

Person Specification

Training & Qualifications	Essential	Desirable	D – Documentary A – Application I – Interview R – References
Qualified Teacher Status	X		DA
University Degree or equivalent	X		DA
Successful experience as a middle leader	X		A
Leadership qualifications (e.g. NPQML, NPQSL, NPQH)		X	A
Middle leadership experience	X		A
A proven track record of strategic, inclusive and creative management in a secondary Academy	X		ARI
Experience of Academy self evaluation and performance management processes and their impact on raising standards		X	AI
An excellent track record in improving educational outcomes for students which you can evidence		X	AIR
A proven track record of dealing effectively with student issues such as behaviour, academic progress and effective guidance		X	AIR
Experience of managing/leading a significant 'new initiative' and change management		X	AI
Experience of successfully managing change within a Academy organisation		X	AIR
Professional knowledge & understanding – applicants should be able to demonstrate a good knowledge and understanding of the following:			
Monitoring and evaluation of teaching & learning		X	AIR
Curriculum and assessment and use of ICT		X	AI
Effective teaching and learning strategies	X		AIR
Experience of supporting and developing staff		X	AI
Strategies for involving students and parents in achieving the best outcomes		X	AIR
A strong understanding of statutory educational frameworks, including 14-19 reforms, Ofsted, Safeguarding and SEN		X	AI
Understanding and commitment to the Academy's responsibility for safeguarding and promoting the welfare of children	X		I
Excellent communication and interpersonal skills	X		IR
Adaptability to change and new ideas	X		IR
Resilience and stamina when faced with complex situations		X	AIR
Ability to prioritise, plan, organise well and work with others to achieve objectives	X		IR
Ability to relate to young people, colleagues and external partners	X		IR
Innovative and creative in approach to raising achievement	X		I
Ability to work independently and cope with a challenging workload	X		AIR

The Senior Leadership Team

All members of the leadership team assist the Headteacher in ensuring the highest possible educational standards in the academy and in creating a culture based on the Christian ethos. We aim to be an academy where professional expectations are high and where pupils and staff feel valued, are inspired, challenged, motivated and empowered to attain ambitious outcomes, succeed beyond their potential and are kept safe.

All members of the leadership team play a key role in the strategic development of the academy, supporting the Headteacher in creating a long-term vision, leading on delegated areas of responsibility. They also assist in implementing policies and standard operating procedures on a day to day basis.

Together, the leadership team promotes the academy as a highly effective learning community. All members of the leadership team are expected to act as role models for exemplary classroom practice and discharge their teaching duties effectively.

The leadership team will explicitly model the behaviours expected of all those young people and adults associated with All Saints, and ensure high visibility around the academy, both throughout the day and also at all events.

Ofsted

The Academy was placed into Special Measures in February 2017. Since September 2018, the Academy has benefited from new leadership, joining the Ted Wragg Multi-Academy Trust and an injection of new staff and middle leaders. Systems and structures have been overhauled and now the Academy is well in to it's journey of rapid improvement. The aim is for the Academy to be judged good in the next academic year.

Ofsted visited for their latest monitoring visit in December 2018 and commented that leaders and managers were taking effective action towards the removal of special measures. Furthermore, inspectors commented that leaders were 'increasingly confident and assured' and that they have transformed the Academy in a short space of time. The quality of teaching along with pupils' attitudes and engagement have improved. Inspectors also commented that there have been 'important improvements to the leadership of behaviour' which has improved pupils' behaviour significantly, since the last visit.

There is good capacity to improve and the Academy is on track to be removed from Special Measures in the new academic year.

Technology, ICT and Business Department Information

The Technology, ICT and Business departments at All Saints consists of a purpose built block of classrooms and offices. There is a food technology room, with new equipment. Adjacent to this are two professional kitchens, for use by students. There is a textiles room, ICT suite, Motor Vehicle workshop and garage and resistant materials/product design suites, which are fully equipped. A business classroom with ICT access is also available.

Currently, there is a food technology teacher, Head of Business Studies, ICT teacher, a technician and a motor vehicle teacher. Other staff in the Academy are able to deliver textiles and product design. We are looking to grow the technology, ICT and business departments to be a successful and popular area.

From September 2019, we will be running Key Stage 3 (Years 7 & 8) ICT and Technology. Technology will run on a carousel of activities, including textiles, CAD, food and resistant materials. In Years 9, 10 and 11 we will be running a mixture of vocational and GCSE courses in catering, business studies, creative iMedia, motor vehicle and graphic design. Looking further ahead, the aim is to introduce more courses that will meet the needs and interests of the students at All Saints.

Applying for the Post

Please read this Job Information Pack before completing the application form. If you are handwriting your application, please use BLACK ink and complete in full. If emailing, you will be required to sign the application form if called to interview. CVs will not be accepted. Please return completed applications forms, with a cover letter outlining why you are suitable for the post, your skills and how you meet the job description. Please address this to the Headteacher using no more than 2 sides of A4, Aerial/Times New Roman font size 12 and send to Katie Plant (Headteacher's PA) by email kplant@asap.org.uk or by mail to All Saints Academy, Honicknowle Lane, Pennycross, Plymouth, PL5 3NE.

