



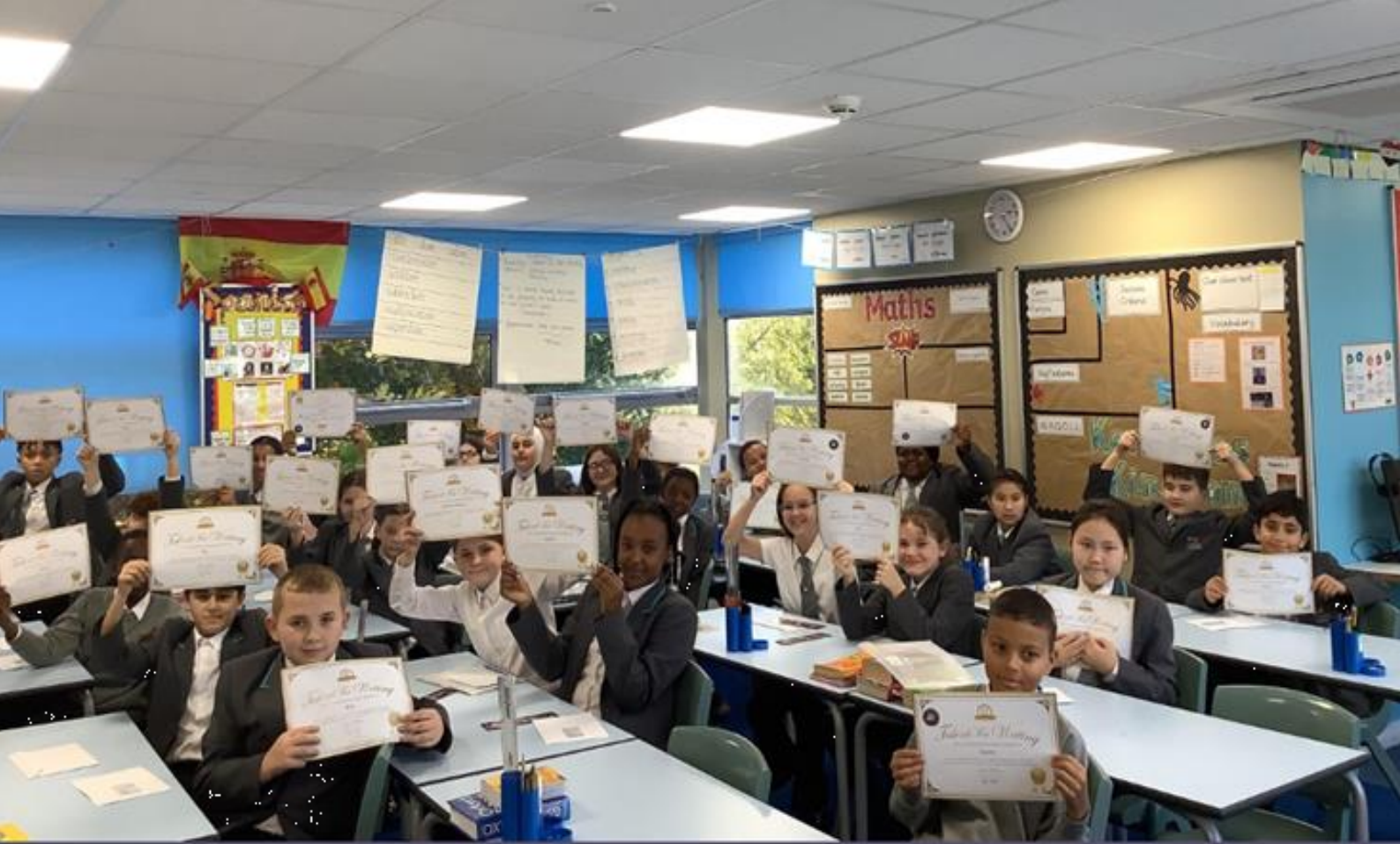
# Candidate Information Pack

Deputy Head Teacher

Sycamore Academy



L.E.A.D. Academy Trust



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## Welcome from the CEO

L.E.A.D. Academy Trust comprises primary and secondary academies across the East Midlands. Our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

We are determined to bring about change and improvement to education standards in the East Midlands by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people.

As a Trust, we pride ourselves on the support and advice we give to all our leadership staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff.

This role represents an exciting opportunity to be part of something special; developing and supporting our Trust in improving educational outcomes while retaining the school's individual identity and specific needs of their children, young people and community.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.

**Diana Owen CBE**

**Chief Executive Officer**





L.E.A.D. Academy Trust  
comprises of:

**23**  
primary

..... and .....

**3**  
secondary  
academies

..... across .....

**5**  
geographical  
regions

..... with .....

**11,000**  
pupils

..... and .....

**1,500**  
members  
of staff





## Our Academies

### Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct.
- Outstanding teaching and learning.
- A fully inclusive approach in which all children are equally important.
- A climate of mutual respect between the children, staff and community.
- Positive relationships.
- High aspirations for all involved with the school – a ‘can-do’ attitude.
- A wide range of enrichment opportunities for all to get involved in.
- A celebration of all the cultures and faiths represented in the school.
- An organisation in which there are no excuses for underachievement.

*"The headteacher is a visionary leader. Leaders, including subject leaders, are a united team."*

Witham St Hughs Academy  
Ofsted Report, 2012

## L.E.A.D. Teaching School Hub

**'Working together to lead the highest outcomes for all.'**

L.E.A.D. Teaching School Hub Lincolnshire was launched in 2021 as one of the 87 organisations to be awarded Teaching School Hub status by the DfE. The Teaching School Hub is designated to work with schools across Lincolnshire and throughout our Trust. It supports every school type and phase, including nursery, primary, secondary, special and alternative provisions.

The role of the Hub and the Trust is to promote the importance of high-quality continuing professional development, from Initial Teacher Training through to executive leadership, supporting teachers throughout their career in a sequential and cohesive way. During 2021/2022 the TSH delivered 167 days of CPD to 2,163 participants, supporting 233 schools in total. The ability to access this high-quality professional support is therefore a significant opportunity associated with joining our Trust.





## A message from the Headteacher

Our school motto is: “Learning and Caring Together” which permeates through our whole-school ethos ensuring that we nurture enthusiasm and a thirst for knowledge. Working closely with families, we target and support individual needs to ensure exemplary outcomes for all of our children.

We embrace change and relish new initiatives. Our children are taught explicitly and clearly yet are provided with the necessary skills so that they leave our school as autonomous, competent, well-rounded, individuals. We tackle problems head on and equip our children to be confident, empathic and respectful members of society.

A Sycamore Child is one that: knows right from wrong, has pride in everything they do but is also able to compliment the achievements of others, excels in learning and has a real desire to continually improve regardless of the difficult barriers which may impede them.



*Photo - Headteacher (Mr Paul Worley)*

## About Sycamore Academy

Sycamore is a culturally diverse inner-city two-form entry primary with a nursery that includes 2 year old provision. We have extensive grounds which support us providing pupils with an excellent curriculum. This exciting opportunity would suit an outstanding classroom practitioner with proven leadership skills. You will join a dedicated team of education professionals who are committed to improving outcomes for all of our children. We work closely with our local community who are truly engaged in life at Sycamore Academy, which has also resulted in an increase of pupil numbers year on year due to the high regard we have in the community.

We benefit immensely from being a member of a very forward looking and inclusive L.E.A.D. Academy Trust where we make links with others including training through the L.E.A.D. Teaching School. Throughout the Trust, work happens together in partnership and Sycamore Academy works particularly closely with other L.E.A.D. academies in Nottingham to share good practice and provide the highest quality of education, enabling every pupil to realise their full potential.

## Sycamore Vision

At Sycamore Academy we will provide every child with a curriculum that interests, motivates and inspires their learning. We will ensure that all children receive a caring and focused education that meets their needs, giving them the best future life opportunities. We will robustly deliver effective lessons which will enable our pupils to gain intellectual knowledge and skills. Sycamore pupils will leave our academy empowered, responsible, inspired, articulate and able to confidently navigate their way in the future world. All our pupils will achieve their best and be fully equipped to SHINE as successful citizens.





## Benefits of being part of L.E.A.D. Academy Trust for Teaching staff

We recognise that successful people place value on a range of benefits associated with their careers, including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. We place value on these aspects too.

### Employee benefits from day 1

1. National teacher pay and conditions, including generous TPS scheme with minimum 23% employer contribution rate.
2. Superb CPD opportunities via various established routes including dedicated Teaching School Hub.
3. Access to Trust EAP service: 24/7 free advice on range of issues and wellbeing counselling.
4. Free eyecare vouchers and flu jabs.
5. Access to free Occupational Health Service, including physiotherapy service.
6. Access to free staff discounts and cashback for a huge range of products.

### Ofsted feedback

*"Leaders and staff are highly ambitious for all pupils. They take their responsibility to the pupils and the community very seriously. This is seen in their careful work to develop a knowledge-rich curriculum that promotes character development and raises aspiration."*

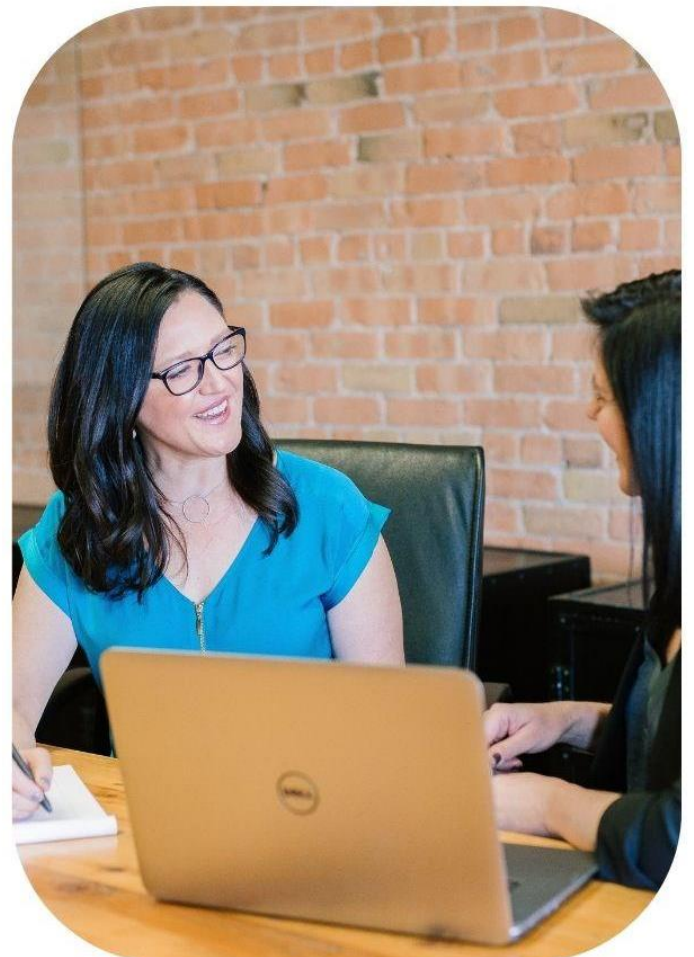
**Radford Academy Ofsted Report, Jan 2023**

*"Staff feel that leaders are considerate of their well-being. They talk about leaders being approachable."*

**Bishop Alexander Academy, March 2023**

*"Staff value the training that they have had and the time to develop subject leadership roles. Teachers at the early stage of their career feel well supported and valued as members of staff."*

**Forest Lodge Academy, June 2022**



**The leadership team has ensured that the school has a calm, purposeful ethos where pupils are encouraged and supported to achieve their best. Staff work hard to develop relationships with pupils that are positive and respectful, and as a result pupils are well behaved and try hard. Pupils enjoy school, look smart in their uniforms and take pride in their work.**

**Sycamore Ofsted Report  
December 2018**





## About the role

We are specifically looking for candidates who:

- have an exceptional knowledge and understanding of what constitutes an outstanding quality of education and curriculum development
- recognise the importance of good attendance
- have a proven track record of securing outstanding pupil outcomes and experience of innovative curriculum design
- will actively contribute to the continued development of our dedicated and professional staff team
- will demonstrate strong career aspirations with an appetite for working in an exciting learning environment
- have proven experience across KS1 and KS2
- have an in-depth knowledge of the Ofsted framework.

This post offers an exciting opportunity for you to:

- develop yourself as a professional and a leader
- work with fantastic children who have a huge thirst for learning and a sense of fun
- influence the on-going development of the academy
- join an extremely professional and highly skilled staff team who collectively harbour the same ambitions
- embrace the culture and ethos of LEAD Academy Trust and access high quality networking opportunities.

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to: [Admin@sycamoreacademy.co.uk](mailto:Admin@sycamoreacademy.co.uk)

**CLOSING DATE: Thursday 2<sup>nd</sup> May 2024**

**INTERVIEWS:** We expect interviews to take place: **the week commencing 6<sup>th</sup> May 2024**

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For an informal, confidential discussion about this opportunity, please email:  
[Admin@sycamoreacademy.co.uk](mailto:Admin@sycamoreacademy.co.uk)



# Job description

## Key responsibilities and accountabilities

**Deputy Headteacher**

**Salary: L10-14**

**This will be a strategic role to work closely with the Headteacher and Senior Leadership Team (SLT).**

## Main Responsibilities:

### Strategic direction and development of the school

- In partnership with the Headteacher, provide inspiring, creative and purposeful leadership for the staff and pupils/students.
- To work in partnership with the Trust, the governing body, Headteacher, staff and parents, generating the ethos and values which will underpin the academy.
- To co-create and implement a Development Plan which will secure continuous academy improvement and support the principles of LEAD Trust.
- To keep up to date with current research into education, particularly teaching and learning and to contribute this academy improvement planning.
- To monitor and evaluate the performance of selected areas of the academy and respond and report to the Headteacher and the governing body as required.
- To support the Headteacher in ensuring that the management, finances, resources and administration of the academy supports its vision and aims and maximises value for all pupils/students.
- To lead on developing selected policies and practices and ensure that they take account of national, local and academy requirements and apply sound educational practice through evidence based pedagogy.
- To regularly monitor, evaluate and review the impact of selected policies, priorities and targets and take action if necessary.
- To inspire all those involved in the academy to commit to its aims, stay motivated to achieve them and involved in meeting long, medium and short term objectives to secure the educational success of the academy.

### Teaching and learning

- In partnership with the Headteacher, continue to maintain an environment that promotes and secures outstanding teaching, effective learning and high standards of achievement, behaviour and attendance.
- Determine, organise, implement and monitor selected areas of the curriculum and its assessment and ensure that statutory requirements are met.
- Meticulously plan and teach engaging and challenging lessons to exemplify high standards of teaching and learning
- Ensure that pupils/students develop study skills in order to learn more effectively and with increasing independence.
- Support the Headteacher in determining, organising and implementing a policy for the personal, social and moral development of pupils/students.
- Monitor and evaluate the quality of teaching and learning and achievement of all pupils/students through appropriate methods.
- Support the Headteacher in determining, implementing and monitoring policies which ensure inclusion, diversity and equality of access.

## Leading and managing staff

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Support the Headteacher to implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.
- Promote and monitor the continuing professional development of staff.
- Hold selected staff to account for their professional conduct and practice, both contractually and where relevant as specified in the Terms and Conditions of Service of teachers.
- Efficient and effective deployment of staff and resources
- Support the Headteacher to recruit, retain, deploy and develop staff of the highest quality.
- Monitor appropriate expenditure, allocation of funds/resources and effective administration for selected areas of responsibility in order to improve the quality of education, pupils' achievements and ensure efficiency and secure value for money.

## Accountability

- In partnership with the Headteacher, continue to develop an organisation in which all staff recognise that they are accountable for the success of the academy.
- Present a coherent and accurate account of the school's performance in selected areas in a form appropriate to the range of audiences, including the Headteacher, governors, parents, OFSTED and others to enable them to play their part effectively.
- Ensure that parents/carers and pupils/students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning.
- Provide information, objective advice and support to 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.



*"I wanted to be part of an organisation that works in partnership, believes in collaboration and invests and understands the importance of high-quality leadership and management."*

Rebecca Riley, Head of School,  
Huntingdon Academy



## Person specification

The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The two right-hand columns provide guidance as to whether these items are essential (E) or desirable (D) criteria.

		E	D
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Experience of school leadership within the primary phase</li> <li>• Evidence of continued, relevant professional development related to whole school leadership</li> <li>• NPQSL/NPQML or equivalent</li> </ul>	E E E	D
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• In depth knowledge of statutory education frameworks</li> <li>• Evidence of substantial, recent and successful senior leadership experience</li> <li>• Evidence of the ability to hold staff to account in the pursuit of improving standards</li> <li>• Experience of the appraisal process</li> <li>• Effective strategies for promoting student welfare</li> <li>• Confident use of ICT communication skills</li> <li>• Knowledge and understanding of data analysis and the ability to use data to set targets for improvement</li> <li>• Experience in whole school self-evaluation</li> <li>• Up to date knowledge &amp; understanding of the current national education agenda</li> <li>• The effective use of support structures and resources to aid student progress</li> <li>• Knowledge of child protection and safeguarding legislation</li> <li>• Strategies for ensuring inclusive practice across all areas of the curriculum</li> </ul>	E E E E E E E E E E E E E	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant experience with a record of excellent teaching</li> <li>• Recent experience of working successfully as a senior leader in a school</li> <li>• Proven track record of raising achievement</li> <li>• Evidence of impact beyond own area of responsibility</li> <li>• Experience of teaching in both key stage one and key stage two</li> <li>• Experience of leading initiatives within the school</li> <li>• Demonstration of high expectations including leading by example as a teacher</li> <li>• Evidence of contributing to effective staff training, both on an individual and whole school level</li> <li>• Experience of leadership of SEND</li> </ul>	E E E E E E E E	D    D
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Approachable, enthusiastic and creative</li> <li>• Leads by example, demonstrating integrity, resilience and clarity</li> <li>• Passionate about education</li> </ul>	E E E	

	<ul style="list-style-type: none"> <li>• Ability to work under pressure, think creatively and to anticipate and solve problems</li> <li>• Commitment to the encouragement, empowerment and training of all staff</li> <li>• Deal sensitively with people and resolve conflicts</li> <li>• Demonstrate flexibility and an ability to adapt to changing circumstances and new ideas</li> </ul>	E	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• This role is subject to an enhanced DBS</li> <li>• May be required to travel to other Trust locations or third party services as part of the role</li> <li>• Hold a driving licence and have access to own vehicle</li> </ul>	E	D



# L.E.A.D. Academy Trust

**Lead • Empower • Achieve • Drive**

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