



NEWARK

ACADEMY

Job Application Pack

Head Teacher

Salary: Competitive
Contract: Full-time/Permanent
Closing Date: 11 April 2023
Start Date: September 2023

Saxton Bampfylde

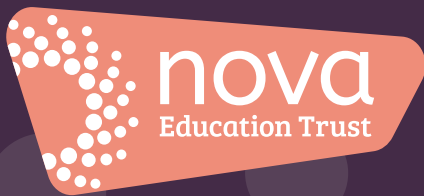




NEWARK
ACADEMY

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Welcome from the CEO

Dear applicant,

Thank you for your interest in working at the heart of Nova Education Trust. I hope that you will find this pack useful and informative in helping you to complete your application.

Since 2011, Nova Education Trust has successfully supported schools of all phases to secure improved educational standards.

Over the last two years, our organisation has undergone a significant transformation and is unrecognisable culturally, educationally, financially and in governance terms from the organisation it was pre-2021.

Educationally, we go from strength to strength. 87% of our academies are now judged by Ofsted as Good or Outstanding, compared to 47% that weren't when they joined us. Nova's MAT performance for Progress 8 and 5+ EM across all of the schools is currently ranked as one of the highest in the region. This is testament to our brilliant pupils, staff and the communities that we serve.

Our trust support and governance is strong and has been externally recognised as amongst the best in the sector, and our organisation is financially stable.

We understand and we believe that schools belong to their communities – the mission is the same, but the vision may look different in our range of contexts and settings.

We are psychologically committed to our vision, values, ambitions and principles, and we are determined to achieve our mission of creating transformational schools.

We are looking for a talented and inspirational leader who is committed to transforming lives, with the imagination, passion and experience to support and challenge us to even greater things in the service of our young people.

Nova Education Trust is an organisation that trusts and empowers its staff, puts your well-being first and provides opportunities for your voice to be heard. Further information can be found at novaeducationtrust.net/careers.

We look forward to receiving your application.

A. Rahman

Ashfaq Rahman

Chief Executive Officer
Nova Education Trust

About Newark Academy



Ethos

Newark Academy has a very clear ethos focused on the achievement and well-being of our students.

We believe that a school should be at the very heart of the community and place high value on collaboration, partnership and service alongside a range of core values that compliment academic success.

Our GREAT core values permeate through everything that we do at Newark Academy and through both explicit strategy and implicit activity where all academy community members regularly reflect on them. We invest time to teach our students about these values and the importance of their reflections against them.

Our GREAT values are:



We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing them with the motivation and support necessary to achieve their full potential.

To summarise:

- We have high expectations of students and staff
- We believe every student can succeed
- We ensure barriers to learning are challenged and overcome
- We expect teaching to be well-planned, varied and stimulating
- We expect learning to be active, focused, social and engaging
- We insist on high standards of behaviour at all times

Achievement

At Newark Academy, we believe that examination success allows our students to make the very most of their lives and student achievement is at the heart of everything we do.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum, and as a school we constantly strive to provide students with the very best educational experiences possible so they are fully equipped for their next steps.

Pastoral

At Newark Academy, we pride ourselves on the quality of care, guidance and support given to individual pupils.

At the core of this provision is a system led by Heads of Crew and supported by the Associate Crew Leaders, Crew Leaders and Learning Support teams.

Newark Academy is a very caring community and the health, happiness and well-being of students underpins our overall ethos and philosophy.



Curriculum

Our curriculum follows National Curriculum guidelines and aims to provide a broad and balanced learning experience for all.

At Key Stage 3, our newly redeveloped programme covers all National Curriculum subjects. Students are taught in ability groups in the majority of subjects and these are regularly evaluated to ensure students are able to make rapid rates of progress throughout their time at the academy.

During our Key Stage 4 programme, all students study the English Baccalaureate core subjects of English, Mathematics, Science and a humanities subject such as Geography, History or Modern Foreign Languages.

A wide range of option subjects including visual and performing arts, technology, sports and computing courses supplement the core curriculum. We expect all our students to achieve their full potential in all their chosen qualifications and work hard to support them to do so.

Extra-curricular

Extra-curricular opportunities are an essential part of providing a balanced and exciting range of experiences in school. At Newark Academy, our after-school enrichment programme provides students with an impressive range of courses and sessions across the week.

Opportunities include photography club, science, journalism, canoeing, debating, performing arts and a comprehensive range of sporting activities including football, cricket, netball, rugby, basketball, tennis and athletics are also available. Newark Academy students regularly compete at county level and our sports teams have a strong tradition of success.

Student Voice

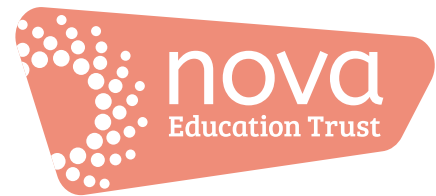
Student voice is active within the school with each year group choosing student representatives that meet through our student council.

Students are involved in all aspects of school life and contribute to the interview process for new staff and assist at school open evenings and events. They have also delivered feedback to staff on aspects of teaching and learning, such as marking.



About

Nova Education Trust



As a cross-phase Multi Academy Trust, we create compelling school cultures where all are motivated to aspire and grow. We establish aspirational, purposeful, celebratory and inclusive learning cultures for pupils, staff and our wider community. We are committed to excellence; we are confident about our future and determined to achieve our aims.

Our mission is to create transformational schools.

Our family

Our family is currently made up of 15 academies (five primaries, nine secondaries and one sixth form college). In 2019, we entered into a long-term support partnership with Madani Schools Federation in Leicester to work with their two schools.

We also run a successful School Centred Initial Teacher Training (SCITT) programme making us a key player in the region by developing new teachers and providing training and development programmes for existing teachers and support/operational staff throughout their careers.

Our principles

Excellence: We will always aspire for excellence in all that we do by showing courage, heart, determination, hard work and discipline. We want excellence to become a habit.

Partnership: By listening to our whole communities, opening conversations and providing opportunities for everyone's voice to be heard.

Expertly trained and professional staff: By investing in the professional development of all our staff so that they become experts in their professions.

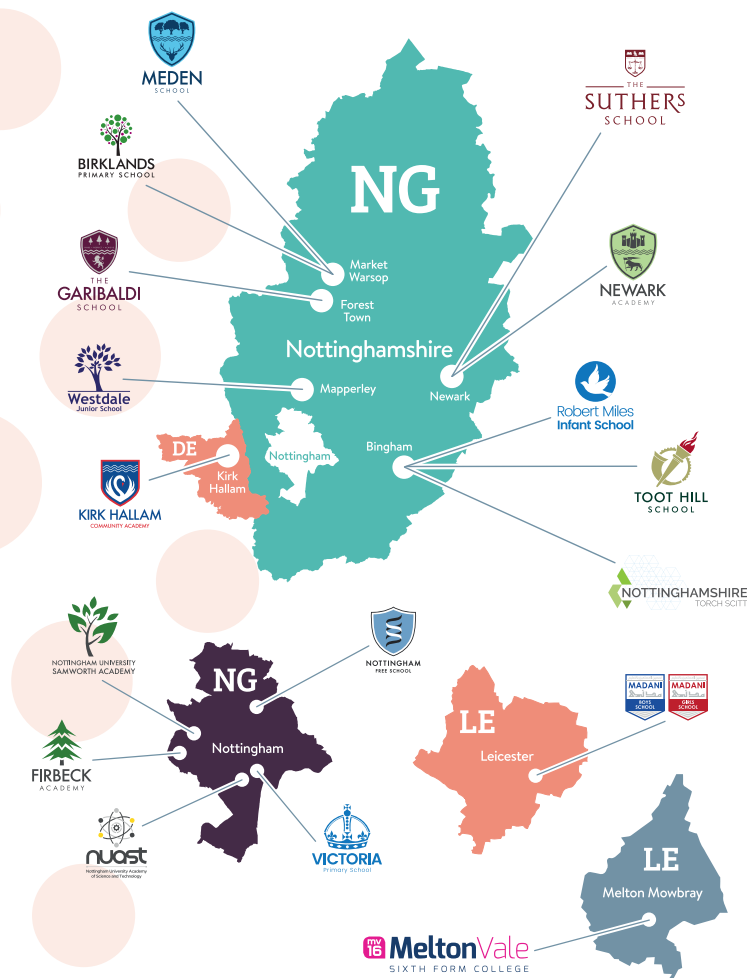
Trust and empower all staff: By demanding that we act with honesty, integrity, clarity, rigour and simplicity in all that we do.

Focus on learning: An exceptional curriculum and highly effective pedagogy at the heart of all that we do, ensuring our strategy is evidence informed.

What do we offer?

We offer an exciting, dynamic and collegiate workplace environment. It is our staff that make a difference to children's lives and so staff development and professional learning for both teaching and non-teaching roles are centre of our strategic planning to make this a certainty.

We believe our staff are the people that 'unlock' our children's potential and make a difference to the lives of children and young people every single day. We have a clear people and talent management strategy, and our overall aim is for all staff to feel that they truly belong to a transformational school and trust.



We commit to:

- Put your well-being, front, right and centre
- Actively listen to you and recognise your contributions – big or small
- Develop you as a highly effective practitioner in the leadership of people – ‘coaching, not telling’
- Invest in you and provide flexible and easy access to excellent professional development and progression pathways
- Provide you with the opportunity to network with talented colleagues from within and outside of the trust as part of our commitment to civic collaboration

Staff benefits

All our staff have access to **‘Nova Perks’**, an employee benefits system bring a range of fantastic benefits including:

- Bike scheme
- Technology scheme
- Motorsave
- Lifestyle benefits
- Instant discounts,
- Savings club
- Peer-to-peer
- Liftshare
- Car salary sacrifice
- Health cash plan
- Gym scheme
- Workplace ISAs
- Financial planning
- Healthy living resource module
- Financial education resource module



In our commitment to continue to support employees to achieve a healthy work-life balance, Nova Education Trust offers employees the opportunity to take up to a maximum of one paid **‘Nova Perk Day’** per academic year, in addition to the existing standard leave provisions in place. This can be taken for any chosen reason and does not need to have a defined purpose

Staff are entitled to a generous sick pay entitlement depending on their continuous service.

All staff are auto-enrolled into the relevant pension scheme. LGPS for support staff and Teachers Pension for teaching staff.

Dynamic working

The trust offers a dynamic workstyle solution that benefits everyone. It is about empowering our colleagues to work in a way that supports their well-being, whilst meeting the needs of our pupils, parents, staff and our communities.



Job description



Post: Head Teacher

Department/Faculty: Trust Leadership Team

Responsible to: Executive Head Teacher

Purpose

To perform the duties of Head Teacher in accordance with the conditions of employment as set out in the School Teachers' Pay and Conditions Document, the National Standards of Excellence for Head Teachers and Nova Education Trust's policies and procedures.

To provide professional leadership and management of the school that will promote a secure foundation from which to achieve high standards in all areas of the school's work.

To achieve success, the Head Teacher will:

- Provide vision and dynamic and professional leadership for the school to ensure high quality, inclusive and comprehensive education for all its students.
- Inspire, challenge, motivate and empower all members of the school community to contribute to carry the school's mission, vision and values forward.
- Effectively manage and improve learning and teaching.
- Promote excellence, equality and high expectations of all students through an inclusive and ambitious curriculum.
- Cultivate a safe environment that secures and promotes the highest achievement of both students and staff.
- Manage the school's resources effectively and creatively.

Relevant qualifications

- Graduate with Qualified Teacher Status.
- Evidence of leadership preparation through Continuous Professional Development (e.g. NPQH).

Key responsibilities

School culture

- Create a culture where pupils experience a positive and enriching school life.

- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
- Collaborate with the Executive Head Teacher to ensure the school's ethos and strategic direction is in line with the values and vision of the trust.
- Ensure a culture of high staff professionalism.
- Lead by example to foster an open, fair, equitable culture where alternative perspectives can be expressed and considered.

School leadership and strategy development

- Provide overall strategic leadership and, alongside others, lead, develop and support the strategic direction, vision, values and priorities of the school, ensuring the trust's strategic direction, vision and values are reflected.
- Establish, oversee and evaluate systems, processes and policies that enable the school to operate effectively and efficiently.
- Produce and implement improvement plans and policies that benefit the development of the school and the trust.
- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness and identify priority areas for improvement.

Teaching and learning

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.
- Ensure effective use is made of formative assessment.
- Lead and manage teaching and learning throughout the school, including ensuring that a teacher is assigned in the school timetable to every

Find out more at:

www.newarkacademy.co.uk

class or group of pupils.

- Liaise with other leaders within the trust to secure creative, responsive and effective approaches to teaching and learning.
- Teach, as required.

Curriculum and assessment

- Develop and implement an innovative, comprehensive and appropriate curriculum to meet statutory requirements and have regard to the needs, experience, interests and aptitudes of our students, providing the opportunity for a rich and compelling education for all.
- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading.
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

Health, safety and behaviour

- Promote the safety and well-being of pupils and staff by taking ultimate responsibility for safeguarding and promoting the health, safety and welfare of students providing a secure and inclusive climate where all students feel safe, valued and secure.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- Ensure good order and discipline amongst pupils and staff.
- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils.
- Promote an environment characterised by outstanding behaviour for learning where students take pride in their school, have respect for others – both within the school and out – and respond positively to the high standards expected of them.
- Implement consistent, fair and respectful

approaches to managing behaviour.

- Ensure that adults within the school model and teach the behaviour of a good citizen.

SEND and additional needs

- Ensure the school holds ambitious expectations for all pupils with SEND and additional needs.
- Establish and sustain culture and practices that enable pupils with SEND and additional needs to access the curriculum and learn effectively.
- Ensure the school works effectively in partnership with parents and professionals to identify the additional needs and SEND of pupils, and ensure support and adaptation are provided where appropriate.
- Ensure the school fulfils its statutory duties with regards to the SEND code of practice.

Management of staff and resources

- Lead, manage and develop staff members, including completion of the trust's Performance Development cycle.
- Organise and deploy resources within the school.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Promote harmonious working relationships within the school.
- Maintain relationships with organisations representing staff members (e.g. Trade Unions).
- Ensure staff are deployed and managed well with due attention paid to workload.
- Ensure staff, resources and finances are managed in line with the trust's policies and procedures.

Professional development

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs.
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with research informed best practice.
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.
- Identify talent and play a mentoring role in

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developing leadership across both the trust and the school.

- Participate in arrangements for the trust's Performance Development review of staff and review of their own professional development needs.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.
- Take responsibility for their own CPD, engaging critically with education research.

Communication and working with others

- Consult and communicate with the executive team, governing body, staff, pupils and parents.
- Collaborate and work with colleagues and other relevant professional within beyond the school including relevant external agencies and bodies.
- Forge strong and constructive relationships beyond the school, working in partnership with parents, carers and the local community.
- Commit to ensuring the school works successfully with other schools and organisations in a climate of mutual challenge and support.
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.
- Build and maintain excellent relationships with other schools in the trust, the LGB and the trust central team and Board of Trustees.

Governance and accountability

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.
- Establish and sustain professional working relationship with those responsible for governance.
- Ensure that staff know and understand their professional responsibilities and are held to account in one with trust policies and procedures.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

Ethics and professional conduct

- Uphold and demonstrate the Seven Principles of Public Life at all times — selflessness, integrity, objectivity, accountability, openness, honesty and

leadership.

- Uphold public trust in school leadership and maintain high standards of ethics and behaviour.
- Build relationships rooted in mutual respect and observe proper boundaries appropriate to their position.
- Show tolerance of, and respect for, the rights of others, recognising differences and respecting cultural diversity.
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways which exploit their position or pupils' vulnerability or which might lead pupils to break the law.
- Serve in the best interests of the school's pupils.
- Conduct themselves in a manner compatible with their influential position in society by acting ethically.
- Uphold their obligation to give account and accept responsibility.
- Know, understand and act in line with the relevant statutory frameworks which set out their professional duties and responsibilities.
- Make a positive contribution to the wider education system.

General

- To be aware of, and comply with, trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Chief Executive Officer and Local Governing Body.
- This job description will be kept under review and may be amended at any time via consultation with the individual, Chief Executive Officer and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Find out more at:

www.newarkacademy.co.uk

Person specification



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Graduate with Qualified Teacher Status • Good Honours degree 	<ul style="list-style-type: none"> • Higher professional qualification • NPQH application or intention
Experience	<ul style="list-style-type: none"> • Experience of successful secondary school(s) senior leadership • Experience of having secured ongoing student progress through own teaching • Evidence of leadership preparation through Continuous Professional Development • Experience of motivating, inspiring and leading a dedicated and highly professional staff • Experience of safeguarding and promoting the welfare and well-being of all students • Experience of school strategic development planning and self-evaluation • Experience of raising standards in learning and teaching and improving outcomes for students • Experience of effective management of people and financial resources 	<ul style="list-style-type: none"> • Experience of Ofsted inspections • Experience of launching initiatives and seeing them through successfully • Experience in more than one school • Experience of the effective development of assessment strategies
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of and ability to respond to current educational policies and practices, including statutory requirements and the legal framework in which academies operate • Practitioner with a clear understanding of what makes good and outstanding learning, teaching and assessment, leading by example • Track record of the professional development of teams and staff to raise the quality of teaching to improve outcomes • Ability to implement strategies to celebrate diversity and to ensure inclusion, access and equality of opportunity so that all students are able to achieve their full potential • Ability to develop, empower and support individuals and teams, to recognise and promote excellence and the skills and resilience to challenge poor performance across the school 	<ul style="list-style-type: none"> • Evidence of significant strategic impact • Evidence of successful change management • Evidence of both supporting and challenging students and colleagues to raise standards

Find out more at:

www.newarkacademy.co.uk

- Recent evidence of planning and leading whole school improvement initiatives and policies which have a demonstrable impact on students' attainment
- Ability to delegate appropriately and to empower others
- Ability to develop and maintain effective relationships with the Chair of Governors and Local Governing Body to ensure effective governance and successful implementation of the governors' responsibilities
- Awareness of the difference between management and leadership

Personal qualities

- Having vision and ambition with the ability to implement it strategically
 - Evidence of sound leadership qualities
 - Ability to empower all students and staff to contribute to the vision and ambition in order to achieve their full potential
 - High levels of emotional intelligence
 - Has the skills and confidence to negotiate and consult across a wide range of decision makers and partners.
 - Ambitious for the school and all the students in it
 - Self-motivated and a 'self-starter'
 - High expectations of themselves and others
 - Presence with staff, students and parents/carers
- Committed to continuously learn and develop in terms of leadership theory and practice

Application details



How to apply

Should you wish to apply for the post, please complete the online application form which includes a covering letter which clearly demonstrates your suitability for this role.

Application forms

These can be accessed from the school website www.newarkacademy.co.uk. Wherever possible, please provide email addresses for your referees.

Closing date

Please ensure your application arrives by no later than midday on the closing date of **Tuesday 11 April 2023**.

Interview

Interview date is to be confirmed. If you have not heard from us within two weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Newark Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment

Find out more at:

www.newarkacademy.co.uk

How to apply



Saxton Bampfylde Ltd. is acting as an employment agency advisor to Newark Academy for this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **SBEUB**.

Click on the 'Apply' button and follow the instructions to upload Nova's application form and complete the online equal opportunities monitoring form.*

The closing date for applications is midday on **Tuesday 11 April 2023**.

The salary is competitive.

**The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior consent.

Child Protection statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in this policy apply to all staff, volunteers and governors and are consistent with those of Nottinghamshire Safeguarding Children Board (NSCB).

Saxton Bampfylde

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Executive Head Teacher

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