



E-ACT
Crest
Academy

> HEAD TEACHER

Candidate Information Pack



pentir

E-ACT

Letter of

> INTRODUCTION



In everything we do we have **high aspirations** for all students, which allows them to flourish as life-long learners.

We welcome your support in challenging our young people to strive for personal excellence.

Thank you so much for taking the time to learn more about the Crest Academy and E-ACT.

The Crest Academy has an incredibly diverse community that serves Brent and surrounding areas. As a school, we embrace the cultural opportunities that working at Crest brings with **equality and inclusivity at the heart of our school community.**

Every student has access to a fully inclusive and appropriately challenging curriculum, which is taught by highly qualified and outstanding teachers. We expect all students to strive for excellence in their academic studies and that they will challenge themselves to extend their knowledge and understanding.

At the heart of our values is respect. We expect all students to be respectful towards all staff and their peers, allowing outstanding learning to take place. Students who fall below our expectations will be challenged and supported in developing themselves as a committed and successful student.

Our staff demand the highest standards from each and every student; ensuring they are punctual, smartly dressed, polite and conscientious learners. The school community challenges every student to aspire for academic excellence and we now provide a 6th Form provision which allows access to Russell Group Universities. Crest Academy provides a visionary leader exceptional opportunities.

E-ACT is a National or System Leader Multi-Academy Trust. We have 28 academies, serving circa 18,000 pupils across multiple regions. We provide education in London, Birmingham, Bristol, Manchester, Oldham, Buckinghamshire, Northants, Sheffield and Walsall. **All but one of our academies with Ofsted ratings are good or outstanding.**

E-ACT is 14 years old and one of the most established Multi-Academy Trusts. We serve some of the most disadvantaged young people in the country. We are entering a new paradigm in E-ACT where we aim to become 'best in class.' We have been reviewing our education and operational strategy, our governance and our organisational culture. We are hell-bent on providing the very best experience for our pupils and to ensure we recruit, retain and develop the highest quality staff in both teaching and professional services. We are an organisation of human capital and aim to reflect this in the way we work.

We have learnt a great deal as MATs have evolved over time and are all very excited about our next phase of growth and development.

If you are an outstanding leader who has the creativity, courage and commitment to enable our staff and pupils to achieve our ambitions, then please get in touch.

> JOB DESCRIPTION

PURPOSE OF THE ROLE

- The Headteacher will provide outstanding educational vision, leadership and direction for the Academy, ensuring great pupil outcomes are achieved sustainably and annual performance targets are met.
- They will have responsibility for operational management of the academy, including budget management, estates management, support staff line management and ICT.
- The Headteacher will report to the Regional Education Director.
- Headteachers will work with other E-ACT academies to enable and support the sharing of good practice across the Trust, with a strong focus on the quality of teaching and learning.
- The Headteacher is accountable to E-ACT's Trustees and is responsible for creating a productive learning environment which reflects E-ACT's ethos.

The Headteacher will have **core responsibility** for teaching and learning, curriculum development, developing teaching staff and **creating a culture of safety and happiness** within the academy.





> JOB DESCRIPTION

KEY ACCOUNTABILITIES

The Headteacher will be expected to lead in the following four areas. The activities listed below indicate what success in the area will look like.

TEACHING AND LEARNING

The Headteacher will:

- Ensure that there is fantastic teaching in every classroom for every child.
- Ensure that every teacher in the academy is developing their practice to becoming outstanding teachers.
- Ensure that every teacher within the academy prepares their lessons well, delivers in an inspiring way and feeds back to young people appropriately to ensure that great progress is made by every student.
- Ensure that every teacher gains maximum benefit of their additional 3 CPD days per year (E-ACT policy), creating tailored, specific development programmes for individual development.
- Ensure that every teacher is properly appraised, with quality discussion around strengths, areas for improvement, full objectives and planned support/development for the year ahead.
- Ensure that any teaching under-performance is tackled in a timely and appropriate way.
- Inspire and influence others – within and beyond the Academy and Trust – through their innovative, high quality educational leadership that leads to positive outcomes for young people.
- Lead by example – with integrity, creativity, resilience and clarity – drawing on their own scholarship, expertise and skills, and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.

CURRICULUM DEVELOPMENT

The Headteacher will:

- Ensure that their academy has in place an engaging and inspiring curriculum that is appropriate for the cohort of young people.
- Review and assess each subject area within their academy to ensure that the current offer is appropriate to the current student cohort and maximises impact on outcomes.
- Ensure that appropriate transition phases are included within all curriculum plans and models.
- Ensure that 100% of assessments are completed with integrity and fully compliant to examination body requirements – at all key stages.
- Ensure effective internal and external moderation arrangements are in place in your academy.
- Demand ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talent and coach current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.

CULTURE

The Headteacher will:

- Ensure that they and all their teaching staff within the academy think big, do the right thing and develop and nurture a positive team spirit.
- Ensure that there is a safe and happy culture within their academy, adhering to outstanding safeguarding practice, pupil behaviour and attendance.
- Regularly hold their teachers to account to ensure that they and their teams are being the best they possibly can be. This will include honest and sometimes hard conversations and will need to be guided by doing the right thing.
- Develop effective relationships with all stakeholders:
 - i. Ensure that regular all staff meetings are held and positively contributed to;
 - ii. Ensure that the academy establishes positive relationships with its local community;
 - iii. Ensure that they work effectively and closely with their Academy Ambassadorial Advisory Group.
- Ensure effective communication to all staff and parents within their academy and ensure that there is an effective communication channel between them and the national team.
- Establish a culture of leadership development amongst all of their teaching staff.
- Ensure that the achievements of pupils and teaching staff are properly recognised and celebrated on a half-termly basis as a minimum. Ensure that their academy positively contributes and takes part in the regional celebration events which will lead to an annual national celebration event.
- Develop effective relationships with fellow professionals and colleagues within the Trust and in other public services to improve academic and social outcomes for all our young people.

> JOB DESCRIPTION

STANDARD OPERATING PROCEDURES

The Headteacher will:

- Fully engage in the defined academy RAB process, providing honest feedback on how their academy is performing, its strengths and its areas for development.
- Ensure that all paperwork submitted is of a high quality and on time.
- Ensure that they adhere to the E-ACT Scheme of Delegated Authority.
- Manage all educational risks within their academy effectively, ensuring that all required mitigations are in place.
- Be responsible for safeguarding within the Academy and work with Regional Operations Directors to ensure that Safer Recruitment procedures are adhered to for every appointment. Headteachers will be expected to complete Safer Recruitment training at least every two years.
- Work effectively with their Regional Operations Director to ensure that the educational requirements of the academy can be financially met.

The Academy is **committed to safeguarding** and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



> PERSON SPECIFICATION



A track record of success in leading a comparable organisation and achieving high levels of outcomes.

QUALIFICATIONS

- Degree or equivalent qualification.
- QTS/Appropriate educational and professional qualifications.
- Proven evidence of success and relevant professional development across career.



EXPERIENCE

- A track record of success in leading a comparable organisation and achieving high levels of outcomes.
- Evidence of effective senior leadership in a challenging environment.
- A proven track record of leading effective improvement strategies to raise standards for students of all abilities.
- Evidence of successful promotion and implementation of innovation in teaching and learning.
- Successful management of school self-evaluation, improvement planning and target setting.
- Evidence of the ability to develop excellent relationships with students and adults.
- Experience of working successfully with local community and external agencies/stakeholders.
- Successful experience of using target setting, data analysis and curriculum innovation to improve performance outcomes for students.
- Experience of building successful working partnerships with other schools, agencies and stakeholders.

> PERSON SPECIFICATION

KNOWLEDGE AND UNDERSTANDING

- An up-to-date knowledge of academy improvement planning and evaluation.
- A detailed understanding of current educational issues, including national policies, priorities and legislation.
- An in-depth knowledge of a range of effective strategies for maintaining and developing high standards of attainment, behaviour and attendance.
- A detailed knowledge of quality assurance systems (including academy review self-evaluation and staff appraisal).
- A knowledge and understanding of legal issues relating to managing an academy including child protection procedures, equal opportunities, race relations, disability, human rights, employment and health and safety legislation.

PERSONAL QUALITIES

- Thinks creatively to anticipate and solve problems.
- Acknowledges excellence and challenges poor performance.
- Inspires, motivates and empowers staff, students and parents.
- Enjoys working with, and has empathy for, young people from all backgrounds.
- Works collaboratively with others, delegating appropriately.
- Adaptable and creative in changing circumstances.
- Shows resilience and decisiveness under pressure.
- High level of perseverance, energy and enthusiasm.
- Willing to be involved in all aspects of academy life.

Inspires, motivates
and empowers staff, students
and parents.



> HOW TO APPLY

To apply, please complete the application form. Please also complete the equality and diversity form.

Your application should outline your motivation for applying as well as outlining how you satisfy the **qualifications and experience elements of the Person Specification**. As guidance your personal statement is expected to be 2-4 pages of A4.

Please send your completed application by email to apply@pentir.com

All applications will be acknowledged.

The closing date for applications is **Friday 6th January**

Final interviews are planned for **19th and 20th January**

QUERIES AND FURTHER INFORMATION

Should you have any queries or you would like a confidential conversation about the role, please contact our advisors Pentir:

Mike Phillips
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All appointments are subject to satisfactory references and eligibility to work in the UK.