



**CITY OF DERBY
ACADEMY**

Centre Leader – Connect Provision

City of Derby Academy

Full Time - Permanent

Do you want to make an impact in a Multi-Academy Trust that is moving forward with exciting times ahead?

We are seeking to appoint for **September 2018** a successful, enthusiastic and dynamic professional who is a highly motivated, well-qualified specialist with an innovative and supportive approach to teaching and learning.

QEGSMAT is a newly formed Multi Academy Trust. The Trust's vision is to 'Question, Explore; Give; Succeed' and our exceptional staff, strong leadership and motivated children and young people, as well as excellent facilities, provide the successful formula for this.

The City of Derby Academy has been re-brokered from another Trust and we are delighted to welcome CODA into the QEGSMAT. This is really exciting time to join both the Academy and the Trust. Student numbers are growing and we are looking to recruit in a range areas.

We offer candidates:

- Support, mentoring and professional learning appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has excellent transport links and enjoys state of the art resources.

At QEGSMAT we believe and promote that exceptional workforce create exceptional results; they transform lives and transform futures. They support every pupil to achieve their full potential and become a confident, resilient and compassionate individual who can make a positive contribution to society.

QEGSMAT believes in delivering world-class results as we combine the heritage and tradition of the City of Derby Academy with creativity and innovation within this a culturally diverse academy.

We're committed to providing first-rate training and development to all of our staff, as well as excellent career advancement opportunities within this evolving Trust. You'll find high expectations here too; we expect the kind of exemplary conduct from students that allows our teachers to do their jobs as effectively as they can.

In this post you will play an instrumental role in setting up this brand new academy, developing whole-school systems and ensuring that the school provides the highest quality education to all our young people. You will be working with a team committed to embedding excellence in everything we do.

QEGSMAT is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults.

Appointment is subject to a clear DBS check to an enhanced level.

If you would like to be part of this exciting new project, please visit www.qegsmat.com where you will also find the job description and application forms. Alternatively, you can contact us at hr@qegsmat.com

Closing date for applications: 19th March 2018

Proposed Interview date: w/c 19th March 2018

Salary: Leadership Scale 4 - 8

Start date: September 2018



QEGSMAT

JOB DESCRIPTION

Post Title:	Centre Leader (Connect Provision)
Reporting to:	Headteacher, Deputy Headteacher, QEGSMAT
Responsible for:	Developing, co-ordinating and delivering an effective alternative provision for students who are at risk of permanent exclusion, between the ages of 11-16.
Scale:	Leadership Pay Scale 4 - 8
Disclosure Level:	Enhanced

PURPOSE OF THE POST:

- Develop, co-ordinate and deliver an effective alternative provision for students who are at risk of permanent exclusion, between the ages of 11-16;
- Contribute to, in conjunction with the QEGSMAT, Headteacher and Senior Leadership Team, the values of the school, long term strategic planning and school improvement priorities;
- Help create and have a strong commitment to a clear vision for an effective school, and Connect provision;
- Implement strategies for the efficient day to day operation of the school, and Connect provision, within the policies of the QEGSMAT and the Governing Body;
- Develop and implement strategies to ensure every student achieves at the highest possible level;
- Develop a strong professional learning culture that embraces all members of the school's workforce and contributes to the high levels of progress and achievement of students;
- Ensure teaching and learning are good/outstanding, with QA systems to monitor and CPD to support improvement;
- Take line management responsibility for staff within the Connect provision
- Attend all Governing Body meetings and present information relating to areas of responsibility when required;
- Present information related to areas of responsibility for the Executive Board and Trustees of the QEGSMAT;
- Devise and develop an effective whole school approach to improving the standards in areas of responsibility;
- Work with the Senior Leadership Team, Pastoral Leaders and Curriculum Leaders to develop whole school, cohort and departmental systems of maintaining and improving standards;

- Provide the Senior Leadership Team, Director of School Improvement, Executive Board, Governing Body and Trustees with information related to the area of responsibility;
- Lead on training and sourcing training for colleagues in the areas of responsibility;

Main Duties:

- Provide high quality leadership and management of the Connect (Alternative Provision) centre;
- Co-ordinate all aspects relating to the operational management of Connect;
- Effectively manage the behaviour of Connect students;
- Compile all necessary monitoring reports and ensure the effective transfer of data between the provision and the school;
- Monitor attendance and curriculum outcomes for students accessing Connect;
- Organise an accurate assessment system for each student and a personalised programme to meet identified need;
- To monitor individual progress and set targets for improvement on a daily/weekly basis;
- To manage the process for monitoring the quality of provision at alternative sites and work experience placements;
- Liaising closely and collaborating with external agencies and other support programmes.
- Maintaining regular contact between the academy and home as appropriate; establishing constructive links with families / carers, exchanging information; keeping them informed and facilitating support for their child;
- To ensure regular formal progress reports to parents/carers are sent;
- Ensuring that record keeping in relation to individual casework and team activities is maintained to the required standard and statistical data is readily available for monitoring and evaluation purposes;
- Provide and deliver an effective PHSE/Citizenship curriculum;
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person;
- Quality Assure and moderate the work of staff and students within the Connect provision;
- Ensure that policies for safeguarding and Health & Safety are securely in place within the Connect provision;
- To provide quality written feedback to students to facilitate progress;
- Deliver effective teaching up to GCSE level;
- Manage the development of display, which celebrates the progress of students across the provision;
- Develop the use of ICT within the curriculum by promoting its use as a learning tool within the classroom, through external access and developing materials for independent learning;
- Manage the identified budget for the Alternative Programme;
- Manage and develop resources efficiently and effectively;

- Lead by example - with integrity, creativity, resilience, and clarity - drawing on own scholarship, expertise and skills, and that of those around them;
- Act as a positive role model;
- Work with the Headteacher and Senior Leadership Team to develop the School Improvement Plan;
- Lead on the completion of the SEF in terms of the performance of the Connect students;
- Participate in the interview process for all posts when required;
- 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.
- Lead and undertake Appraisal Reviews and to act as a reviewer;
- Lead CPD to ensure that staff development needs are identified and that appropriate programmes are developed to meet such needs;
- Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. (ref: Job Description – Teacher);
- Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education;
- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example;
- Attend school functions throughout the year;
- Take part in personal professional development;
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description;

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition



QEGSMAT

Person Specification

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Degree • Teaching qualification 		<ul style="list-style-type: none"> • Application Form • Certificates
Experience	<ul style="list-style-type: none"> • Significant teaching experience • Experience of working leading a team • Proven track record of raising educational achievement • ICT literate to support effective teaching, learning and communication 		<ul style="list-style-type: none"> • Application Form • Letter of Application • Selection Process • References
Shaping the Future	<ul style="list-style-type: none"> • Sound knowledge of current educational developments and how they impact on school improvement • Ability to analyse data, develop strategic plans, set targets, monitor and evaluate progress 		<ul style="list-style-type: none"> • Letter of Application • Selection Process • References
Leading Learning and Teaching	<ul style="list-style-type: none"> • Secure knowledge of statutory requirements relating to 	<ul style="list-style-type: none"> • Experience of coaching / mentoring staff 	<ul style="list-style-type: none"> • Letter of Application • Selection Process • References

	<p>curriculum and assessment</p> <ul style="list-style-type: none"> • Secure understanding of assessment strategies and use of assessment to inform next stages of learning • Ability to lead and inspire high quality teaching and learning • Commitment to include and make a difference for every child • Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management • Ability to effectively monitor and evaluate teaching and learning • Effective with managing challenging behaviour 	<ul style="list-style-type: none"> • Experience of leading INSET / CPD • Positive handling trained 	
Developing Self and Working with Others	<ul style="list-style-type: none"> • Evidence of continuing professional development relating to developing team • Commitment to the professional 	<ul style="list-style-type: none"> • Creative approaches to developing teams • Experience with working with a variety of 	<ul style="list-style-type: none"> • Letter of Application • Selection Process • References

	<p>development of staff</p> <ul style="list-style-type: none"> • Ability to lead effectively • Ability to communicate effectively with children, parents, staff, governors and others who support within a classroom 	<p>agencies / bodies</p> <ul style="list-style-type: none"> • Experience of working collaboratively with other schools 	
Managing the Organisation	<ul style="list-style-type: none"> • Experience of leading and working in teams • Ability to produce and implement appropriate curricular or pastoral improvement plans and policies 	<ul style="list-style-type: none"> • Safer Recruitment Trained • Experience of recruitment and induction 	<ul style="list-style-type: none"> • Letter of Application • Selection Process • References
Securing Accountability	<ul style="list-style-type: none"> • Capacity to sustain the ongoing improvement of outcomes for pupils of all abilities • Experience and secure understanding of strategies for managing staff performance 	<ul style="list-style-type: none"> • Experience of working with Governing Bodies 	<ul style="list-style-type: none"> • Letter of Application • Selection Process • References
Strengthening Community	<ul style="list-style-type: none"> • Experience of engaging with parents to improve pupil outcomes 		<ul style="list-style-type: none"> • Letter of Application • Selection Process • References
Personal Qualities & Attributes	<ul style="list-style-type: none"> • Passionate about inclusion and alternative education • Excellent literacy 		<ul style="list-style-type: none"> • Letter of Application • Selection Process • References

	<ul style="list-style-type: none"> • Passionate about education • An effective communicator • Solution focussed and adaptable • Approachable leader with ability to motivate • Creative thinker, willing to try new ideas 		
Safeguarding Children	<ul style="list-style-type: none"> • Commitment to Safeguarding and promoting welfare of children and young people 		<ul style="list-style-type: none"> • Letter of Application • Selection Process • References