



Robert Barclay Academy

Education for a changing world

#Leadersnotfollowers

Vision:

In our school community, we have high aspirations for every individual. We firmly believe it is our duty to provide the very best all round educational experience and prepare students for a happy and successful life in an ever changing world!



APPLICATION PACK

Assistant Headteacher

L12 - 16 plus Fringe Allowance - September 2019 start

Further Scholars' Education Trust benefits are also available



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Dear Candidate,

Thank you for your interest in the post of Assistant Headteacher at RBA.

We are seeking to appoint a leader, not a follower, with the vision and expertise to work alongside the Senior Leadership Team to take the School to 'outstanding'. We are seeking a leader with energy, enthusiasm and character to enthuse staff and students through the next stages of the Academy's development.

Having joined the Scholars' Education Trust two years ago, you will be joining us at an exciting time; the Academy is on a journey of improvement which has been recognised in our recent examination results and our recent Ofsted report (January 2017). Last year, our L5+ in both English and Maths increased by over 11% and we have continually gained a GCSE Progress 8 that means our students performed to national expectations.

Our students are our biggest asset; they were recognised by Ofsted as "polite and well-mannered; they are well presented and take pride in their school". Teaching and Learning is at the heart of everything that we do. We continue to challenge ourselves and demand the best from our students in order that every student makes the progress they deserve. We were particularly pleased with the feedback from a recent Local Authority Review "**...lessons are exceptionally well planned, with good resources and effective differentiation for various groups of students**". We continue to challenge ourselves and demand the best from our students in order that every student makes the progress they deserve.

As an 'outward-facing' school, we work closely within the other schools within the Trust, the Alban and East Herts Schools Direct Partnership Teaching School Alliance and we are a PiXL school, with the benefits of training, ideas and resources all these strong connections bring. **I believe in the power of collaboration** in school improvement and we are seeing the benefits of this at Robert Barclay Academy through being part of an 'outstanding' MAT.

Our ultimate aim is, of course, to be outstanding in every area. Quite simply, we wish to ensure that 'hand on heart', we are providing the best education for our students. They deserve it and we want to ensure it is better here than anywhere else. It is this mission that drives us to success. We know we are not perfect and we know there is still some more work to do to achieve our goals. Hopefully, this is something you can contribute to and help us to make a difference!

This pack contains lots of information about the Academy. If you would like more information, or to visit, please feel free to contact the School by telephone or by e-mail (please speak to my PA, Debbie Woolner and we will be more than happy to accommodate your requests). Finally, if you are passionate about working with young people and really believe you can join our team and make a difference, then I warmly invite you to apply. This will enable you to take a look at us in more detail and really experience at first hand the culture and ethos of aiming high and working hard that we are developing.



Ced de la Croix

Headteacher



Meet the Senior Leadership Team

We value the importance of teamwork. We support each other, working collaboratively to ensure that both consistency and high standards are enforced across the Academy. We constantly challenge each other so that we look, act and feel like an outstanding school.

Headteacher:	Ced de la Croix
Deputy Headteacher:	Tom Johnston (Curriculum and Staffing)
Assistant Headteacher:	Ben Creasey (Raising Standards Leader)
Assistant Headteacher:	Rav Phagura (Teaching and Learning)
Assistant Headteacher:	Mark Rome (Data and Head of Maths)
Assistant Headteacher:	Vacancy (due to successful promotion of previous team member)
School Business Manager:	Karen Tanner

Our existing team has many strengths and is very flexible. However, we are seeking an outstanding practitioner with the ability to provide strategic leadership and management in the pastoral work of the School.

This is an outstanding career opportunity for a talented and ambitious person who wishes to extend their leadership and management skills at a key moment within the Academy and also within the expanding Multi Academy Trust Development.



Introduction

We wish to appoint someone who is looking to support school improvement at the highest level and develop the necessary skills in preparation for future headship. The person appointed will be expected to contribute to the strategic development of the Academy and lead the pastoral care and development of the students.

Information about the Academy

The Academy has undergone many changes over the last 24 months. For example, these include:

- Becoming an Academy and joining the successful and expanding Scholars' Education Trust
- Improving the quality and consistency of teaching and learning through higher expectations and improved training for staff
- New Rewards and Consequences system to improve behaviour for learning
- New House System to promote relationships and leadership
- New drive on developing leaders at all levels
- Improved learning environment (new Sixth Form Learning Centre with different learning zones, new Student Reception, and re-location of the English and Humanities Faculty). We have also recently had all of the exterior windows and roofs replaced, and complete refurbishment of the PE changing rooms at a total cost of £2.5 million.

We are currently a four form entry school although there are clear signs within the local community that the School's reputation is now growing. Despite being a relatively small site, the School has developed some very good facilities, particularly within the performing and creative arts. Classrooms are equipped with interactive whiteboard technology and the School's ICT system is constantly being upgraded and we now have 3 personalised suites of Apple Mac computers.

Plans for our improvement are systematic and rigorous and everyone at the Academy is now working together to make sure that teaching and achievement improve rapidly. The overall headline figure of L5+ English and Maths this year increased from 18% to 29%. The School's GCSE Progress 8 Score for the past 3 years has indicated that the Academy has improved to a stage where students are performing in line with national results. Behind the headline figures there were some outstanding individual departmental successes. For example, in English Language and Literature, Maths, French, Photography, Dance, Music, Art, Drama and PE the 9-4 grades were all in line or above national results. Over the past 18 months our A-Level results have also improved considerably too. Whilst our examination results have improved rapidly there is still more we need to do. For example, a key area for us is to improve the Progress 8 scores within Science as well as for our boys.

This really is an exciting time to join our team. The examination results now reflect the hard work the staff and students have put in over the last 2 years and demonstrate what can be done. Besides this, the new Academy opened in September 2016 and during this time we have aligned ourselves seamlessly to the Trusts' values and working as part of a highly successful Multi Academy Trust.





Teaching and Learning

The current agenda and aspirations for the School are challenging and motivating as we aim to be Outstanding in the next five years. Our self-evaluation last year, confirmed by external reviews, is that teaching, learning and assessment is strong in most areas, with some areas being very strong. We continue to develop our curriculum to meet the needs of the learners and to improve the skills of our staff to deliver this curriculum. For example, we have started to phase in GCSE options into Year 9 to enable staff and students to spend longer, more in depth time to get to grips with the new GCSE specifications. We also feel that students are ready to start specialising in subjects that they clearly enjoy. To support this work, the whole school community is committed to improving teaching strategies and understanding better how students learn. We know that effective learning cannot be left to chance; we have to refine and change our approaches if we want to make real and lasting improvements. Our key focus this year has been to develop 'feedback' in order to assist our students with learning from their mistakes and to enable them to close their gaps and ensure they do not have any misconceptions.

Developing and training Middle Leaders in using prior attainment data and helping them to develop different teaching strategies within their teams has also been one of our priorities. As part of the Multi Academy Trust, the Middle Leaders from across all the schools have been attending Leadership Conferences.

The Staff

Staff at RBA are loyal and hardworking and staff morale is supported by a positive working environment. This is also reviewed through staff surveys and by the staff wellbeing team. The School puts a great deal of time and resources into training and developing its staff. Appraisal has been reviewed last year and is now much more focused on school improvement. Staff meetings encourage high levels of discussion and feedback and many staff are involved in one of the many working parties. Many staff give freely of their time to run numerous lunchtime, after school and holiday revision and enrichment activities.

The Students

Central to everything which happens at RBA are our students. Staff seek to ensure that every young person feels valued and listened to. Relationships between staff and students at RBA are excellent; students appreciate the fact that they are encouraged to express and discuss their views. The Junior Leadership Team (JLT) play a very important role in the improvement at RBA. Students take part in the development of the School's vision and values and all applicants for teaching posts are interviewed by representatives from the JLT.

The Senior Leadership Team

The current Senior Leadership Team consists of seven staff; Headteacher, one Deputy Headteacher and four Assistant Headteachers and the School Business Manager. We have also created a Wider Leadership Team that consists of the Head of English and Head of Science and this team meets with the SLT once per half term.

Ofsted

As a new Academy we have not yet received a Section 5.0 Ofsted. The Academy did however receive a no notice inspection on 22nd January, 2017. The inspection focused on the effectiveness of safeguarding arrangements and the impact of leaders' work to improve pupils' personal development, behaviour, safety and welfare. We are very pleased that Ofsted reported that safeguarding was effective and that significant improvements have been made with improving attendance and behaviour for learning.



Full Time — Leadership Pay-Scale 12-16 *plus Fringe Allowance*

Required from: September 2019

The Governors wish to seek and appoint an ambitious leader with the vision and expertise to work as part of the Senior Leadership Team to move the school to 'outstanding' within the next five years. We are seeking a leader with energy, enthusiasm and character to enthuse staff and students through the next stages of the school's development. This post has become available due to the successful promotion of one of the existing members of the senior team to Deputy Headship. The successful candidate will lead, manage and develop the pastoral work of the school.

Robert Barclay Academy is a new 11-18 mixed comprehensive with approximately just under 600 students, including 80 students in the Sixth Form. Staff are committed to providing a stimulating curriculum for all students as well as a large number of extra curricular activities. RBA offers excellent support and a professional development programme for all staff.

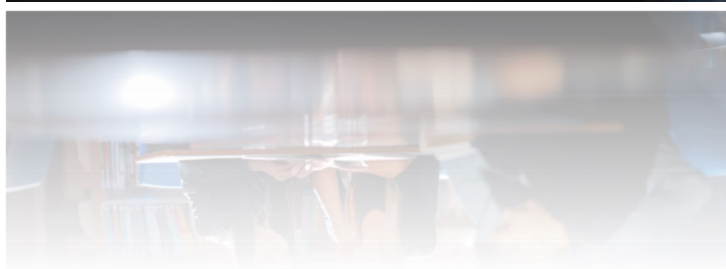
We would be delighted to show you around our school. Please contact Debbie Woolner, PA to the Headteacher, to arrange an appointment (01992 410800). A full application pack is attached. RBA is committed to safeguarding and promoting the welfare of children and the successful candidate will be required to undergo an enhanced DBS check.

Closing Date: 9.00am on Monday, 25th February 2019

Interviews: Monday 4th and Tuesday 5th March 2019

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

Scholars' Education Trust is an equal opportunities employer. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.





Post Title: Assistant Headteacher
Salary: L12 – L16 plus Fringe
Responsible to: The Headteacher

Purpose of Post

- To provide excellent leadership and high quality management, enabling the Academy to realise its strategic intentions as determined by the Trustees, Governors and Headteacher.
- To support the Headteacher in securing the improvement and success of the Academy.

Key Areas of Responsibility

The key area of responsibility will be to oversee the strategic leadership and management in the pastoral work of the School. Aligned to this key role, the successful candidate will be expected to be able to take a leading role in the areas outlined below.

Strategic Direction, Planning and Development

The Assistant Headteacher will;

- Work with the Headteacher, Governors and Trustees to develop and implement a strategic direction for the school,
- Maintain commitment to a shared vision for the school which reflects its ethos and values and those of the Trust,
- Provide strategic vision by keeping abreast of national developments and statutory requirements in terms of performance measures,
- Evaluate rigorously aspects of the Academy's work,
- Ensure structures and systems are in place to maximise student potential.

Teaching and Learning

The Assistant Headteacher will;

- Ensure effective teaching and learning throughout the school within the consistent expectations of the RBA Teaching Standards Matrix,
- Monitor, evaluate and develop the quality of teaching and student progress and achievement,
- Benchmark and target set for continuous and sustained improvement,
- Teach assigned classes, usually 20-24 periods per fortnightly cycle.





Leading and Managing Staff, Students and Members of the Wider School Community

The Assistant Headteacher will;

- Lead, motivate, support, challenge and develop pastoral staff to carry out their roles to the highest standards,
- Ensure effective performance management through monitoring, evaluation, feedback and encouraging self-evaluation,
- Take oversight of students' welfare and maintain a high profile in ensuring that there are high standards of behaviour across the school,
- Promote effective communication and good relationships with students, staff, governors, parents and the wider community,
- Have line management responsibilities for Heads of Year and other support staff related to the pastoral care of the school.

Efficient and Effective Deployment of Resources

In line with the Academy Development Plan, the Assistant Headteacher will;

- Set priorities for expenditure, allocate funds and ensure effective management and control of the budget,
- Monitor and review resources to improve the quality of education and achievement, to ensure efficiency and value for money.

General

The Assistant Headteacher will;

- Attend meetings of the relevant Governors' committees as appropriate,
- Demonstrate a keen interest in all aspects of school life,
- Undertake any professional duties of the Headteacher reasonably delegated by the Headteacher,
- Carry out SLT duty responsibilities.
- Work collaboratively across the Trust and promote the Scholars' Education Trust both locally and nationally as a forward thinking, outward thinking Multi-Academy Trust.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.





Aim and main purpose of the job

- In partnership with the Headteacher and Governors, to ensure that the aims of the school are met.
- To take a lead on raising standards of student attainment and achievement.
- In conjunction with the rest of the Leadership Team, to provide strategic direction and day to day management.

Qualifications and Experience	Essential	Desirable
Good Honours Degree	✓	
QTS	✓	
Evidence of further and relevant CPD which has had an impact on your work	✓	
Further relevant qualifications (Masters etc)		✓
Middle Leadership experience in either or both pastoral and academic roles	✓	
Excellent classroom practitioner who can be a role model to others	✓	
Evidence of strategic planning leading to measurable improvement of standards in at least one area of the school	✓	
Experience of working with external agencies/collaborating with other schools		✓
Skills and Knowledge	Essential	Desirable
An understanding of the role of Assistant Headteacher	✓	
An ability to contribute to the development and communication of the vision, whilst leading, motivating and delivering change	✓	
Experience of holding people to account effectively	✓	
The ability to work well in a team both as leader and member	✓	
The ability to think originally and creatively in analysing and resolving issues	✓	
Excellent rapport with students, staff, parents, governors and members of the wider school community	✓	

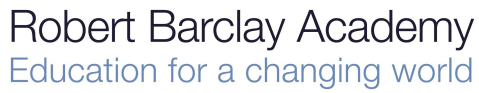




Skills and Knowledge	Essential	Desirable
The ability to manage, analyse and use data to bring about school improvement and raise achievement	✓	
The ability to identify improvement opportunities, whilst recognising existing good practice	✓	
The skills to model professionalism to all members of the school and the wider community	✓	
A knowledge of current educational legislation and its implementation	✓	
An understanding of the workings of academies		✓
Excellent ICT skills and vision for how new technologies can enhance teaching & learning		✓

Personal Qualities and skills	Essential	Desirable
An understanding that nothing is impossible if it leads to better outcomes for our students	✓	
Outstanding communication skills – using both written and oral presentations – for formal and information occasions or circumstances	✓	
Flexibility and a readiness to undertake a wide range of responsibilities over time	✓	
A team player willing to help with all the little things that fall to a senior team	✓	
Energy, enthusiasm and a positive attitude	✓	
Warmth and sensitivity	✓	
A willingness to work hard	✓	
Personal resilience	✓	
Willingness to participate in the extra-curricular life of the school	✓	
Excellent record of health and attendance.	✓	
A sense of humour!	✓	





There are several train stations within the area that provide excellent links to London and Cambridge. Greater Anglia Railway operates regular services to London, Liverpool Street. The fast train from Broxbourne to Liverpool Street takes just 25 minutes. The Academy is situated within a fifteen minute walk of Broxbourne Station.

much of its rural charm. Some of the loveliest countryside in the Home Counties can be found locally.

A scenic view of a pond in a park. On the left, a large, lush green weeping willow tree hangs over the water. A small wooden bridge with a metal railing crosses the pond. In the background, a white house with a red roof and a chimney is visible, surrounded by other trees and greenery. The sky is clear and blue.

You may know Broxbourne as the place where Team GB won the Gold and Silver Medals in the canoe slalom events during the London 2012 Olympic Games, as it is the home of the Lee Valley White Water Centre, a world class sporting facility for white water rafting and canoeing. The centre is located on the edge of the Lee Valley Regional Park and is open to the general public.

Due to its location and easy access to London, the Borough of Broxbourne is becoming a very desirable area to live for commuters. The demand for housing is on the increase and the demographics show that all schools in the local area will be full by the year 2020. The school is surrounded by the Spotlight Theatre and Lowewood Museum both of which the Academy has very strong connections with





Benefits of Working for Scholars' Education Trust

There are many benefits of working within Scholars' Education Multi-Academies Trust:

1. The MAT operates Y6-7 entrance criteria for children of staff to the Trust Secondary Schools (Sir John Lawes School, Harpenden; Samuel Ryder Academy, St. Albans; Robert Barclay Academy, Hoddesdon).
2. RBA Professional Bursary of £1500 to support relocation.
3. Childcare Voucher (salary sacrifice) scheme membership.
4. 10% reduction in fees at 'Best Friends' independent Nursery (up to age 4) based in St Albans.
5. Comprehensive training and a commitment to high-quality CPD across the MAT.
6. Support from colleagues from 'Outstanding' and 'Good' schools across the MAT.

How to Apply

Candidates should submit the following:

1. **Completed Application Form**
2. **Personal letter of application** A short letter which indicates your experience and impact to date and what you can offer our Academy.

We regret we cannot accept CVs.

The forms are available in electronic format and can be downloaded from our website:



For further details, assistance or an informal discussion, please contact:

Central HR

Scholars' Education Trust
c/o Samuel Ryder Academy
Drakes Drive
St. Albans
Herts AL1 5AR

Please email completed applications to: HR@scholarseducationtrust.co.uk

Please note that references may be requested prior to interview for those who are shortlisted.

Applications should be emailed no later than 9am on the deadline date - 25th February 2019

We look forward to hearing from you!



1. Straightforward Application Process

Complete the Application Form

2. Short Covering Letter of one or two sides of A4, including:

- * Your Leadership experience to date and what you have learned
- * Why you want to be an Assistant Headteacher
- * How you feel you can make a difference at RBA

Send these documents to:

HR@scholarseducationtrust.co.uk

2. Interview

Interviews will be held shortly after the closing date. You will be asked to:

- Deliver a lesson
- Meet with our students
- Attend a formal interview



Up until Friday 15th February, 2019	Potential candidates have the opportunity to contact the school and find out more information about the role. We would welcome the opportunity to show you around and we have planned open mornings/afternoon for candidates.
Monday 25th February, 2019 9.00am	<p>Deadline for Applications.</p> <p>Shortlisting by the Headteacher and Governors will take place Monday morning and all shortlisted candidates will be contacted by phone and email in order to share details about the date and time of final interviews.</p> <p>Candidates will be given a presentation task to prepare prior to the interview.</p>
Monday and Tuesday 4-5th March, 2019	<p>Formal interviews will take place at Robert Barclay Academy. Candidates will undertake various tasks.</p> <p>All candidates will be contacted – both successful and unsuccessful.</p>