



## HEAD OF JUNIORS Etonbury Academy

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Dear Colleague,

Welcome to BEST (Bedfordshire Schools Trust) and thank you for expressing an interest in joining Team Etonbury.

Etonbury Academy is fully staffed and always recruits very strongly. The school's excellent reputation as a wonderful place to work attracts exceptional applicants from across the region and further afield.

This pack has been collated to provide you with all the information you need to enable you to apply for this role. However, if you would like any further information, or would like to make a visit to Etonbury, please do not hesitate to Doreen Facey-Rose, Principal's PA.

Come and be part of our exciting journey.

Yours sincerely

**Ian Evason**  
**Principal**

Etonbury Academy  
Stotfold Road  
Arlesey  
Bedfordshire  
SG15 6XS

## **BEST VISION, VALUES & BELIEFS**

### **BEST Vision Statement**

#### **To grow the BEST in everyone**

We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be'.

### **BEST Values**

We will:

#### **Always put Children first**

Our reference point question is 'how will this improve outcomes for children and enable them to go on and succeed in life?'

#### **Collaborate to support and compete to challenge**

Our schools work together to add value and compete to continually improve

#### **Provide community based provision**

Our schools form a coherent learning community at the heart of the Bedfordshire community

### **BEST Beliefs**

We will:

#### **Deliver BEST outcomes**

Outcomes will be in the top 20% nationally

#### **Provide BEST opportunities**

An extensive range of opportunities beyond the classroom will be provided to develop the whole person

#### **Nurture talent**

Our responsibility is to invest in our people and bring out the BEST in everyone

#### **Operate a high autonomy, high accountability culture**

Professionals will lead our system and take responsibility to continually raise standards

#### **Lead through service**

Leaders and followers will work together with mutual respect and shared responsibility

## **ABOUT ETONBURY ACADEMY**

Working at Etonbury is an unprecedented opportunity to be involved in a genuinely exciting and innovative growth programme and have real influence and input into shaping the future development and success of this creative and rural community school.

Etonbury Academy has expanded and developed rapidly from a small middle school into an extended secondary school. A major site redevelopment opened in September 2016 providing stunning new teaching and sports/leisure facilities in a beautiful rural setting. The school currently has over 1000 students on roll, and will be reaching to approx. 1200 students by 2020. The first cohort to sit GCSE's will do so in summer 2019.

Behaviour and Ethos were recently named Areas of National Excellence in a Challenge Partners Review. Parent and Carer's surveys show extremely high levels of satisfaction with the school, and the Academy is heavily oversubscribed. KS2 results are well above national averages and above national averages for Outstanding schools. Etonbury Academy is driving forward with energy and vigour to meet the growth and development challenges identified in our recent inspection. Victoria Pendleton CBE is our honorary patron.

Membership of the Trust means that opportunities available to staff are varied and wide-ranging. The Trust includes a Teaching School offering training and development opportunities for all staff. The growth and development of Etonbury ensures that there are also many opportunities for staff to rapidly progress their careers if they so wish.

## JOB DESCRIPTION

### Head of Juniors

**BASED AT:** Etonbury Academy

**SALARY/GRADE RANGE:** L11-15

**RESPONSIBLE TO:** Principal

#### **ABOUT BEST:**

Bedfordshire Schools Trust (BEST) comprises eight flourishing academies and two nurseries delivering first choice education, from Early Years to Advanced Level study. Our vision is 'to grow the BEST in everyone.' We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be.' Our schools work together to add value and compete to continually improve.

#### **PURPOSE OF ROLE:**

- Assist the Principal in leading the academy by:
- Being accountable for the Junior school section of the Academy.
- Identify the aims and objectives of the Junior school against the vision and the values of the Academy, in accordance with the BEST Academies Approach to Education.
- Produce and implement the Junior school SEF and Junior school Development Plan, setting strategic targets and performance indicators.

#### **DUTIES AND RESPONSIBILITIES**

##### **Leadership of staff**

- Lead and inspire staff by example, encouraging them to achieve the highest personal and professional standards at all times.
- To work with the Principal to ensure the Junior school is adequately and appropriately staffed, recruiting as necessary in accordance with BEST HR policies and procedures.
- Encourage team development and an ethos which enables everyone to work collaboratively and accept responsibility for shared outcomes across the age range.
- Develop a culture of coaching and peer support to enable staff to develop professionally.
- Manage the deployment of all staff; delegating duties as appropriate to HOY, Form Tutors and coordinators.

- Ensure all staff within the Junior school receive appropriate, high-caliber information and training to enable them to carry out their professional duties
- Oversee an accurate assessment framework in order to judge the quality of teaching and learning and embed consistent high standards and expectations for (and of) all students including the most able, those with SEND, EAL or disadvantaged students.
- Lead the annual performance management cycle within the Junior school, taking making certain that adequate training and development opportunities are made available to all staff, ensuring the recruitment and retention of high caliber staff.
- Take appropriate action where performance is unsatisfactory, but also ensuring that pay progression is appropriately managed in accordance with Trust policy and is underpinned by a clear strategy for performance related pay.
- Liaise as appropriate with all staff Unions or Associations.
- Provide regular updates to the Principal and Local Governing Body as required.

### **Leadership of Students**

- Ensure all students are in a safe, secure learning environment in accordance with Safeguarding expectation as set out in the effectiveness of leadership and management in the Common Inspection Framework and as stipulated in the latest DFE guidance.
- Ensure the Junior school has an effective system of pastoral care in place for students that is in line with the main school.
- Ensure students' learning and progress is effectively assessed through a rigorous assessment strategy, monitored and reported to the Principal and Vice Principal.
- Provide all students with a personalised curriculum which meets their needs and which provides particular support for those with SEND or gifts and talents, setting challenging targets for all.
- Create ways for *all* students to be actively involved in the Junior school, including decision making processes and for their views on the learning process to be listened to and respected.
- Provide ample opportunity to enhance their learning by participating in a wide variety of extra-curricular and other experiences.
- Determine strategies that ensure high standards of behaviour, attendance and punctuality, developing and applying the overall Academy policy.
- Ensure the Junior section of the Academy provides high quality spiritual, moral, social and cultural development for all students.
- Determine, organise and implement a balanced and broad curriculum that has a positive impact on student outcomes and their personal development, behaviour and welfare.
- Encourage the development of a 'can do' culture looking for innovative and creative solutions; and employing new technologies where appropriate; ensuring continuity and coherence across the full age range.
- Evaluate on a regular basis standards of teaching and learning in the Junior school and ensure that high standards of professional practice are established and maintained.
- To oversee the development and implementation and sustained delivery of outstanding teaching, learning and assessment throughout the Junior School
- Ensure the Junior School equips students positively for modern life in Britain and promotes fundamental British values.

### **Liaison with Parents/Carers**

- Keep in close contact with parents/carers and be available to meet with them at any reasonable time to discuss their children's progress or welfare.
- Work with the Senior Teacher for Data to provide reports on their children's' work and progress

### **The Management of Resources**

- Ensure the maintenance and development of the premises and grounds to ensure maximum practical use and to provide extensive facilities for use by students and members of the community throughout the day, ensuring Health and Safety requirements are met in the Junior school.

### **External Liaison**

- Maintain positive and active relationships with other schools, businesses and agencies in the area, in particular with other local lower schools.
- Develop further the good relationship already established within the cluster to promote coherent educational programmes within the area.
- Maintain links with social services, local police, churches, other faith groups and organisations involved in working with young people and the wider community.
- Share systems and innovation work with others in the network to develop great practice.

### **Safeguarding Children**

- Oversee safeguarding procedures in the Academy, acting as designated safeguarding lead or ensuring that a senior member of staff acts as the designated safeguarding lead for the Academy.

### **Other**

- Undertake other various responsibilities as directed by the Principal.

The postholder must be flexible to ensure that the operational needs of the academy are met.

### **Note**

Whilst every effort has been made to explain the 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 the Principal to undertake work of a similar level that is not specified in this job description.

## PERSON SPECIFICATION

### Head of Juniors

	Essential (E) Desirable (D)
<b>Education/Qualifications</b> <ul style="list-style-type: none"> <li>Qualified Teacher Status</li> <li>Degree</li> <li>Meets the requirements re: the National Professional Qualification for Headship</li> <li>Professional Development in preparation for Headship</li> </ul>	E E E E
<b>Leadership and management experience:</b> <ul style="list-style-type: none"> <li>Experience as DHT or equivalent.</li> <li>Successfully led, planned, managed and evaluated change which has had a significant impact at whole school level.</li> <li>Demonstrated the ability to work strategically and successfully at a senior leadership level, specifically with curriculum and timetable design.</li> <li>Working successfully with other education partners and providers.</li> </ul>	D E E D
<b>Teaching Experience</b> <ul style="list-style-type: none"> <li>Demonstrated outstanding, sustained, and successful experience as a teacher in a secondary context.</li> <li>Substantial experience of teaching pupils at Key Stage 2.</li> <li>Experience of teaching in more than one school.</li> </ul>	E E D
<b>Shaping the Future</b> <ul style="list-style-type: none"> <li>Can demonstrate strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision.</li> <li>Promote high expectations for attainment and progress.</li> <li>Establish short, medium and long term plans to raise achievement across the school.</li> <li>Monitor the progress made in achieving subject/area plans and targets, and evaluate the effect on teaching and learning.</li> <li>Work with outside agencies and stakeholders to inform future action.</li> </ul>	E E E E E
<b>Leading Teaching and Learning</b> <ul style="list-style-type: none"> <li>Experience of implementing strategies for improving the quality of teaching and learning, including promoting excellence and challenging poor performance.</li> <li>Experience of monitoring and evaluating the effectiveness of teaching and learning, including its outcomes in terms of standards and achievement and personal development and well-being.</li> </ul>	E E

<p><b>Developing Self and Working with Others</b></p> <ul style="list-style-type: none"> <li>• Understands the significance of interpersonal relationships and strategies for promoting individual and team development.</li> <li>• Knows how to promote an open, fair and equitable culture.</li> <li>• Has a clear understanding of the impact of change and different leadership styles on individuals and organisations.</li> </ul>	<p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p>
<p><b>Managing the organisation</b></p> <ul style="list-style-type: none"> <li>• Successful experience of the delegation of leadership responsibilities and management tasks as appropriate, and monitoring their implementation.</li> <li>• Understands how to establish and sustain effective organisational structures, systems, policy and practice.</li> <li>• Knowledge of and commitment to the implementation of the safeguarding agenda.</li> </ul>	<p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p>
<p><b>Securing Accountability</b></p> <ul style="list-style-type: none"> <li>• Demonstrates a clear understanding of the principles and practice of quality assurance systems, including school review, self-evaluation and performance management and have experience of these.</li> <li>• Shows a practical understanding of how to analyse and use the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school, including challenging poor performance.</li> <li>• Significant experience of holding individuals, teams and whole school to account for pupil learning outcomes.</li> </ul>	<p><b>E</b></p> <p><b>E</b></p> <p><b>D</b></p>
<p><b>Strengthening Community</b></p> <ul style="list-style-type: none"> <li>• Understands the importance of listening to, reflecting and acting on community feedback.</li> <li>• Experience of strategies that encourage parents and carers to support their children's learning.</li> <li>• Experience of building and sustaining effective relationships with parents, carers, other schools and partners and the broader community that enhance the education of pupils.</li> </ul>	<p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p>
<p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• Embed successful change across the school by effectively completing tasks and evaluating outcomes within agreed timescales.</li> <li>• Inspire, challenge, motivate and empower teams and individuals to achieve high goals.</li> <li>• Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people.</li> <li>• Demonstrate personal and professional integrity, including modelling values and vision.</li> <li>• Think analytically and creatively and demonstrate initiative in solving problems.</li> <li>• Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others.</li> <li>• Demonstrate resilience and optimism.</li> </ul>	<p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p>

## HOW TO APPLY

We actively encourage all applicants to apply online, please visit the Trust website [www.bestacademies.org.uk/join-us](http://www.bestacademies.org.uk/join-us) and follow the online instructions, or go to [www.etonbury.org.uk](http://www.etonbury.org.uk)

If you prefer to complete a hard copy of the application form please contact [vlockey@bestacademies.org.uk](mailto:vlockey@bestacademies.org.uk) or 01462 730391 and submit your application by email or post.

**Closing date: Wednesday 15<sup>th</sup> May**  
**Interview date: Tuesday 21<sup>st</sup> May**

Please remember to include contact details for three referees and complete the equal opportunities monitoring form.

Please note that this appointment is subject to DBS clearance.

We look forward to receiving your application.

**BEST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is, therefore, subject to satisfactory references, checks including an Enhanced Disclosure and Barring certificate.**

HR Team  
Bedfordshire Schools Trust  
BEST House  
Shefford Road  
Clifton  
SG17 5QS

## USEFUL LINKS

[www.bestacademies.org.uk](http://www.bestacademies.org.uk)

[www.gravenhurstlower.org.uk](http://www.gravenhurstlower.org.uk)

[www.gothicmede.org.uk](http://www.gothicmede.org.uk)

[www.etonbury.org.uk](http://www.etonbury.org.uk)

[www.langfordvillageacademy.org.uk](http://www.langfordvillageacademy.org.uk)

[www.lawnsidelowerschool.co.uk](http://www.lawnsidelowerschool.co.uk)

[www.pixbrookacademy.co.uk](http://www.pixbrookacademy.co.uk)

[www.robertbloomfield.beds.sch.uk](http://www.robertbloomfield.beds.sch.uk)

[www.samuelwhitbread.org.uk](http://www.samuelwhitbread.org.uk)

[www.stchristophersacademy.org](http://www.stchristophersacademy.org)

[www.bedsscitt.org.uk](http://www.bedsscitt.org.uk)

[www.bestnurseries.co.uk](http://www.bestnurseries.co.uk)

[www.bestteachingschool.org.uk](http://www.bestteachingschool.org.uk)