

Job Application Pack

Director of Faculty- Humanities

ZENITH
MULTI ACADEMY
TRUST

Welcome from the CEO



Dr Margaret Wilson CBE

We are a South East Essex Multi Academy Trust, currently comprising three secondary schools and one primary school: The King John School in Benfleet, The James Hornsby School in Basildon, Castle View School in Canvey Island and Laindon Park Primary School and Nursery in Basildon.

We have created a unique bespoke initiative to support young people with complex needs who are facing tough circumstances and/or personal problems – Zenith Minds. It is a MAT wide provision that offers child centred support tailored to each individual. This support includes educational psychologists, family liaison specialists and counselling services.

As a member of staff within the Trust you become part of a dynamic network of staff working to achieve a shared vision for all of our children. You will become a valued member of a small group of schools.

The Trust's core aim is to ensure that we enhance the life chances of all the young people within the Trust to enable them to fulfil their potential and achieve the best possible outcomes. This is at the heart of everything we do.

Why work for Zenith Multi Academy Trust?

Thank you for considering Zenith Multi Academy Trust as your potential new employer.

If you share our commitment to securing transformational change and sustainable school improvement and would like to be part of our vision to provide excellence in education, we would like to hear from you.

In return we can offer you:

- A friendly trust which looks after the wellbeing of all its staff
- High performing school settings with excellent facilities
- Access to high quality and bespoke CPD across the trust
- A supportive and positive induction programme
- The opportunity to develop your career with and across the Trust Schools

Staff Wellbeing

The Trust is committed to providing a working environment and management practices that promote good health and wellbeing of all its employees. The Board of Trustees' 'duty of care' towards employees, legislation and case law, require them to manage and safeguard the physical and psychological well-being of the Trust's employees, the Trust has adopted:

- The attendance management policy and procedure for staff which provides a framework with clear milestones enabling managers to effectively manage attendance;
- The health and safety policy which provides a framework for, and measurement of, safe places to work; and
- The staff wellbeing policy which focuses on obligations supporting staff's health and wellbeing.

The wellbeing and training of our staff are seen as critical in creating the most effective and talented staff team. The high calibre of our staff means that we are constantly striving to improve so that we can provide the outstanding level of education that our diverse and brilliant young people deserve.

Continuing Professional Development (CPD)

At Zenith Multi Academy Trust, all staff are encouraged to develop their knowledge, skills, understanding and attitudes to enhance their professional work, regardless of experience. We work towards 'a culture of excellence', where all staff have the opportunity to continue to improve and sharpen their knowledge and practice.

Working for Zenith brings other benefits:

- Free Benenden Healthcare Scheme
- Access to Benenden Healthcare rewards and discounts scheme
- Generous Teachers' Pension and Local Government Pensions
- Generous annual leave entitlement for full-time support staff up to 29 days + 8 bank holidays per annum
- Free access to on-site gym facilities
- Eye sight tests
- On-site free medical health checks
- On-site flu jab clinics
- Discounted external gym memberships

The Schools of Zenith Multi Academy Trust

THE KING JOHN SCHOOL

A QUALITY EDUCATION FOR ALL

Mrs McGauley, LLE, is the Headteacher at The King John School. It is a popular, oversubscribed school where students' very high attendance and levels of achievement reflect their commitment and enjoyment of school life. The school is a large, mixed comprehensive with a well-established sixth form, and serves the ever-growing communities of Thundersley and Benfleet, as well as welcoming students from further afield.

To enable their students to be happy and successful learners, they strive to create a caring, supportive and aspirational learning community, with high expectations and opportunities for all. They believe in offering a broad and balanced curriculum to enable students to flourish as individuals, and to achieve future success in whatever they choose to become later in life. This includes a strong emphasis on sport and the Arts. Opportunities for extra-curricular activities are extensive for all to support in developing knowledge, skills and cultural capital beyond the classroom setting. These opportunities include enterprise, creative performing arts, and a wide variety of trips and visits. Added to this their sporting expertise which puts them at the top of the county and national championships in a whole range of sports you will see the school has a lot to offer. They strive to nurture and develop global citizens of the future by celebrating success and valuing aspiration. They are determined every student should maximise their potential.

The recruitment, retention, and training of fully-qualified staff play a key part in their drive to secure strong academic outcomes for all students, and to instil a life-long love of learning. They understand the vitally important role of partnerships between families and school, and value their relationships with all members of the community they serve.

They have a thriving sixth form, which has been significantly extended to provide a wealth of additional state-of-the-art facilities. Students achieve well in a wide range of subjects and over a three year trend, the results are in the top 15% of over 2000 schools with 54% of students achieving A*, A or B. Students' destinations are very strong, and they progress to Higher Education, including Cambridge and other Russell Group universities, apprenticeships and employment.

Laindon Park School & Nursery

Laindon Park is a small school located in a rural unspoilt area. Their building retains a Victorian character with many historical features. The Headteacher of Laindon is Mrs Portoles, who ensures that they are a school where the child is at the heart of everything they do and leads the decisions they make.

As Ofsted said about them "pupils are happy and enjoy school". The school is always aiming to improve, not only the education that they provide to pupils but also the services and goods that they provide to the local community. Their SAT results are consistently good and put them in the top 4% of primary schools in the country.

Castle View School
Pursue Excellence | Be The Best

Mr Durkin is the Headteacher of Castle View School. The school is a place where students are put first in everything the school does. Their aims are to pursue excellence, to be the best they can be and they achieve this by working together with parents and the wider community to bring out the very best in their young people.

A good education inspires, opens doors and makes a difference to the lives of individuals, their families and the wider community. Therefore, the school takes their responsibilities as educators very seriously, doing all they can to help their students achieve anything and everything they set their minds to. The school also takes great pride in providing a happy and harmonious learning environment – one where every student is known as an individual.

As well as valuing academic success, the school strives for every child to become a well-rounded, caring and confident individual who plays a part in their community, and has the skills and mindset to contribute positively to our wider society. The headteacher would warmly welcome you to visit the school and discover what it is that makes Castle View School the right choice for you and your child.

The James Hornsby School
Together we excel

The James Hornsby School is a popular, oversubscribed school where students' very high attendance and attainment reflect their commitment to and enjoyment of school life.

Everyone is valued as an individual, and their students develop into confident, responsible and successful young people. Every member of the school is part of The James Hornsby family, and their motto is 'Together We Excel'. As such, they support one another and are passionate about achieving excellence and celebrating success.

As a parent of three young children himself the Headteacher, Mr Daniel Steel, leads the school through the eyes of a parent, with very high expectations and aspirations for his students. As a centre of learning, they aim to create outstanding, stimulating and life changing learning experiences.

"I began my teaching career at The King John School in July 2006, as a newly qualified English teacher. Right from the start, I felt that Dr Wilson was investing in my growth and development as both a teacher and a leader. The school recognised my specialisms, strengths and potential and within two years I was leading on Gifted & Talented across the school. From this initial area of responsibility, I moved into pastoral leadership under the mentorship of the senior leadership team. Through Zenith Multi-Academy Trust I was then able to gain my SLE accreditation and was promoted to Lead Practitioner with responsibility for initial teacher training. At this stage in my career, I was ready to step into a Leadership role. I was fortunate to gain a position as Assistant Headteacher at The James Hornsby School, and fortunate to be able to stay within the trust that has supported my progression from my first teaching role to a successful senior leader."

- **Assistant Headteacher, The James Hornsby School.**


The King John School


Laindon Park Primary School


The James Hornsby School


Castle View School

The Vacancy

THE KING JOHN SCHOOL

A QUALITY EDUCATION FOR ALL

General Information

The following information is provided to assist staff joining the Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

Directory of Faculty - Humanities
UPS Pay Range
TLR1b £9,876
Required: September 2020
Full time hours

We are looking to appoint an enthusiastic and suitably qualified Director of Faculty - Humanities, who will enjoy working in a school that values and delivers excellent professional development. The successful candidate will be capable of inspiring students through their passion for the subject, and have a firm belief in the potential of all students. You will be excellent in your classroom practice and be able to inspire others to be of a similar calibre.

The faculty comprises of history, geography, philosophy and ethics, sociology, and health and social care. Subjects across the faculty have consistently strong numbers at both Key Stage 4 and 5. The ability to teach A-level in your subject specialism would be an advantage.

The King John School in Benfleet is a heavily oversubscribed 11-18 mixed comprehensive of over 2000 students, of which approximately 430 are in the sixth form. The school is exceptionally proud of the achievements of our students and the ethos of the school. Our results are consistently strong and over 77% of our students achieved a standard pass in English and mathematics at GCSE (Grade 4 or above) in 2019.

Our A-level results have been exemplary, with over 54% of year 13 students gaining A* - B grades in all of their subjects. We are in the top 15% of the country for A-level outcomes compared to 2817 schools and colleges.

The King John School offers a high quality educational experience through a broad curriculum and a caring, friendly environment, and sets the highest expectations for all. Through high quality teaching and learning and exceptional wide ranging enrichment opportunities the school seeks to cultivate students' motivation, confidence and intelligence. The school invests heavily in the creation of a learning community and to this end the extension to the sixth form, humanities building and state of the art assembly hall have been constructed to accommodate the growing number of students wishing to join us. We challenge our students to achieve ambitious goals and to never settle for second best.

Our school has good staff retention and is wholly committed to continued professional development. We offer free healthcare through the Benenden Healthcare scheme which all employees are entitled to join. If you feel you could contribute to this ethos and enhance it further, please contact us.

We can offer you:

- A dedicated and experienced hardworking team of staff
- Enthusiastic, friendly and talented students
- The opportunity to develop within a highly effective multi academy trust providing career progression

You will need to:

- Be a hardworking, imaginative thinker and have excellent organisational and time management skills
- Be able to work effectively as part of a team
- Possess good behaviour management skills
- Be a good and effective communicator at all levels
- Be open minded, creative and inspirational in your style of teaching that motivates students
- Commit to working collaboratively with colleagues and students
- Utilise a variety of teaching methods and ensure that your lessons are engaging at all levels
- Be able to go the 'extra mile'.

For further information please contact Angie Roberts, HR Officer: angier@thekjs.com

Vision & Ethos

The Trust was set up in December 2017. As a Multi Academy Trust we are fully committed to excellence in all MAT pillars: governance, education and business operations.

Zenith understands that the future of the education system relies upon schools/academies and MATs working closely together to share best practice, improving each students' life chances and increasing the capacity of the MAT's role to enhance social mobility.

We work with our growing family of local primary, secondary and teaching schools whilst collaborating with other MATs to make this vision a reality.

We endeavour to:

- Provide a quality educational experience for all;
- Build more flexible capacity to improve standards faster for local children;
- Work inclusively within our communities embracing the varied localities we serve within our articulated values;
- Be supportive, share expertise, whilst working collaboratively holding each other to account;
- Develop the very best leaders of tomorrow on improving education and transforming lives;
- Ensuring that pre-conditions that enable students to learn are identified and addressed.
- Provide a coordinated approach to safeguarding, whereby schools fulfil their responsibility effectively. Ensuring all professionals' approach to safeguarding is child-centred.

Safeguarding Children & Young People

The Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

Applications

To apply for the role please download the application form from the vacancy page on https://www.zenithmultiacademytrust.co.uk/vacancies/, completed applications should be submitted to recruitment@zmat.co.uk. CV's will not be accepted without a completed application form.

You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application (supporting statement). Please ensure you say why and how you meet the criteria from the person specification in your letter of application.

Closing Date: 22 April 2020

If you have any queries, wish to discuss the role informally or undertake a visit to the Trust, please do not hesitate to contact us via email recruitment@zmat.co.uk or telephone 01702 426707.

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from the HR Department within two weeks of the deadline, please assume that on this occasion your application has unfortunately not been successful.

We look forward to receiving your application.

'I started working at James Hornsby in January 2012 and began working here as a learning facilitator; almost eight years on and I am now currently the head of mathematics. In this time I have had the opportunity to complete many roles within the school. Working in the behaviour support unit, as an achievement officer and then as a maths instructor, while I was completing my maths degree at university. The leaders within the school identified my skill set and provided me with the support and guidance to move through these positions.

In addition the school funded my training to become a teacher and has given me additional training to support my professional development. James Hornsby and Zenith have developed me from a support member of staff to now being a middle leader at James Hornsby. None of this would have been possible if it wasn't for all the senior leaders that have been at James Hornsby in the past eight years identifying my abilities, nurturing them throughout every step of my journey and more recently the new head teacher guiding me in my new role.'

Maths Teacher – The James Hornsby School

Job Description and Person Specification

Job Title	Lead Practitioner
Grade	Lead Practitioner Pay Range
Responsible to	Headteacher, Deputy Headteacher, Director of Faculty
Responsible for	Quality of provisions, teaching, learning and progress across the whole school
Principal Accountabilities	To be met in accordance with the provisions of the Schools Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the professional standards for teachers
Job Purpose	• To develop and implement teaching and learning initiatives and strategies throughout the faculty and school which raise the teaching practice of all members of staff and therefore raise student standards and progress. • To be a model of excellent practice, maintaining a clear focus on outstanding delivery to students ensuring a centre of best practice and excellence. • To take a lead role, working closely with the senior leadership team and other leading practitioners in developing, implementing and evaluating policies and practice that lead to school improvement. • To undertake research into best practice in other schools. • To research and evaluate innovative curricular practices and draw on research outcomes and other sources of external evidence to inform own practice and that of colleagues. • To develop high quality teaching materials and schemes of learning. • To use local and national statistical data and other information, in order to provide a comparative baseline for evaluating student progress and attainment, a means of judging the effectiveness of their teaching, a basis for improving teaching and learning. • To support underperforming teachers to enable them to improve their practice. • To lead on the induction, support and CPD of all newly qualified teachers and liaise with all relevant external organisations. • To support the BTSA Initial Teacher Training programme and liaise with all relevant external organisations.
Specific duties/ responsibilities	**Strategic direction and development** • Take a lead role in contributing to a culture of continual improvement and professional learning. • Ensure the standard of learning across the school in liaison with the Deputy Headteacher through coaching and mentoring of staff. • Attend and contribute to regular meetings led by the Deputy Headteacher. • Support mentoring support plans and capability process for staff requiring to improve professional practice. • Take a lead role, working closely with other leading practitioners in determining and developing policies, procedures and practice, promoting collective responsibility for their implementation to ensure high achievement through effective teaching and learning and whole school improvement. • Take a lead role in engaging with and keeping abreast of educational research, national and local data to inform best practice and evaluate policies and practices within the school.

	• Research and evaluate innovative curricular practices and drawn on research outcomes and other sources of external evidence to inform own practice and that of colleagues. • Know how to and take a lead role to improve the effectiveness of assessment practice in the school, analysing statistical information to evaluate the effectiveness of teaching and learning. **Teaching and learning** • Ensure the standard of learning across the school in liaison with the Deputy Headteacher through coaching and mentoring of staff. • Secure and sustain effective teaching of subjects through structured monitoring and evaluation of all aspects of teaching and learning and active participation in the school's monitoring and evaluation and review cycle through lesson observations, feedback and teaching staff, work sampling, student interviews and written reports to the Headteacher and Leadership Team as necessary. • To teach a timetable within specialism appropriate to the demands of the role and the need of the school. **Leading, motivating and developing** • Have teaching skills which lead to excellent results and outcomes. Demonstrate excellent and innovative pedagogical practice, and deliver demonstration lessons. • Carry out subject/quality assurance activities, e.g. classroom observations, learning walks, work scrutiny (number each month to be advised) with feedback being provided to the department. • Organising a team teach programme consisting of 3 people per term to ensure progress from 2.2. to 2.1 or 3 to 2.1 etc. • Contributing to faculty meetings once per month, relating how to each, use certain sources and sharing of good practice seen within the department. • Contributing to practical parental sessions in PWPs at least once in an academic year. • Contribute to the professional development (and performance management where appropriate) of colleagues using a broad range of skills appropriate to their needs so that they demonstrate enhanced and effective practice (e.g. coaching, mentoring, induction). • Organise and run CPD clinics per year (ideally 2 – 3). • Disseminate materials and advise on practice, research and CPD provision. • Make well founded appraisals of situations upon which they are asked to advise, applying high level skills in lesson observation to evaluate and advise colleagues on their work and devising and implementing effective strategies to meet learning needs leading to improvements in learner outcomes.

Person Specification

Qualifications

- Qualified Teacher Status
- Degree or equivalent
- Established and evidenced practice as an outstanding teacher over a prolonged period

Professional Development

Teaching and Learning
- Evidence of a commitment to own professional development
- Outstanding classroom practitioner
- Proven ability to raise standards in classrooms other than their own
- Experience of leading teaching and learning initiatives beyond their own classroom
- Excellent understanding of the components which comprise outstanding teaching and learning
- Experience of giving feedback to colleagues about professional performance
- Experience of coaching and mentoring colleagues
- Experience of conducting lesson observations

Knowledge
- Use of assessment and attainment information to improve practice and raise standards
- Use of strategies to promote good learning relationships and high attainment in an inclusive environment
- Vision for the developments of teaching and learning
- Strategies to enhance teaching and learning
- Use of intervention strategies to address identified issues for development
- Awareness of the latest developments and initiatives in education

Skills and Experience
- Excellent interpersonal and communication skills
- The ability to lead and foster positive professional relationships and work effectively with teaching staff of varying experience
- Developing high quality learning strategies and monitoring student progress to raise attainment
- Evidence of high achievement in teaching across key stages
- Working effectively as a middle manager or currently leading a key responsibility/development within a team
- Working effectively as a personal tutor
- Experience of contributions to the professional development/mentoring of colleagues
- Effective use of assessment and learning to engage students as partners in their learning
- Ability to establish curriculum development, assessment, co-ordination and coaching
- Ability to plan and resource effective interventions to meet curricular objectives
- Development of partnerships with other schools, business and community.

Testimonial

Working at King John for the past six years has provided me with a wide range of fantastic opportunities and wonderful experiences. I was encouraged to attend a middle leaders training programme provided by the trust which gave me the knowledge and confidence to be successful in a promotion to Director of English and media. I was also lucky enough to attend the media department trip to Hollywood with a group of KS4 students and was encouraged to organise my own trip to The Globe theatre for KS3 students.

- Director of Learning, The King John School

Working at the King John School is a privilege. Given the school's reputation I am very proud to be a part of the organisation and enjoy coming to work each day. As a school, King John promotes progression with leaders giving staff their full trust and support in professional development. During my time at King John I have been able to grow and flourish by being exposed to work across the school, within our trust schools also as part of the Benfleet Teaching Schools Alliance. Working at the King John School has certainly progressed my career.

- CPC Director, The King John School

Having worked within Zenith for a number of years I have been afforded so many opportunities to develop. I came to the school as a Head of year and after discussing my drive to be on the leadership team I was given extra responsibilities to ensure the progression was effective and that I was ready to interview for a role. With this in mind I was asked to lead on several faculties and drove the Equality and Diversity within my school. This then led to me being asked to join a school within the MAT to take on the role of associate assistant headteacher. I have now secured a permanent position in this school and couldn't have done it without the opportunities given to me by the Trust.

- Assistant Headteacher, The James Hornsby School

I have worked for Zenith Multi Academy Trust for 2 years now, during that time I have been given the opportunity to progress both professionally within my role and personally through training and development. The trust offers a supportive working environment and recognises potential in its employees affording them the opportunity to progress across the Trust. In the last 2 years, I have progressed from a Personnel Officer to HR Manager and completed my CIPD qualification. The Trust has supported me through my progression, encouraging my growth within the role and given me the opportunity to be part of the team striving to ensure the best possible workplace experience for our employees.

-HR Manager, The James Hornsby School