

Ipswich Opportunity Area Secondary School Senior
Lead
Temporary due to project specific funding
from 1 September 2019 to 31 August 2020
Leadership Scale

JOB DESCRIPTION

RESPONSIBLE TO: Headteacher of designated school and Ipswich Opportunity Area (IOA) Partnership Board

SALARY: £45,213 per annum

PURPOSE OF THE POST:

The IOA School Leads will provide short-term capacity to support the five maintained secondary schools within the IOA that have been rated Ofsted 'Requires Improvement' or 'Inadequate' within the past year. The IOA School Senior Leads will be responsible for supporting their designated school(s) to access, implement, evaluate and embed IOA programmes in the 2018/19 academic year. As part of this, the IOA School Senior Leads will work with other Senior Leaders within the school to produce a long-term plan to support pupil progress beyond the life of the IOA programme.

WORKING TIME:

A full-time IOA School Senior Lead will be recruited to each of the five secondary schools. Applications are welcome from individuals wishing to take on the role on a one-year fixed term contract, or via secondment. Support to move to the role on secondment must be obtained from existing employers prior to application.

RESPONSIBILITIES SPECIFIC TO THE POST:

The IOA School Senior Lead will be expected to:

- Establish and support key members of school staff responsible for delivery of IOA programmes within the school, regularly monitoring progress and impact;
- Contribute to existing pupil premium strategies in school to ensure that IOA programmes are closely aligned with the school's planned activities and spending;
- Create a long-term plan to ensure successful academic and destination outcomes for disadvantaged pupils;
- Meet half termly with IOA School Senior Leads from other IOA schools to share good practice in supporting disadvantaged pupils;
- Attend senior leadership team meetings in school and ensure school leaders are aware of the availability and progress of current programmes, and to identify areas of school improvement that the IOA could contribute to;
- Report termly to the Headteacher and IOA Programme Manager and Area Lead on the progress and impact of IOA programmes;
- Work closely with the Research School to ensure that the school's key strategies to support the progress of disadvantaged pupils are evidence led;
- Attend all IOA meetings, and ensure that information from these meetings, and other IOA communication, is effectively and regularly shared with key school staff;
- Attend all CPD opportunities provided for the IOA School Senior Lead role;
- Develop a plan that is based on best practice to improve the attendance of disadvantaged pupils within the school by April 2020, and lead the implementation of this plan working in partnership with other senior leaders;

- Contribute to establishing a strong network of IOA School Senior Leads in Ipswich by December 2019; and,
- Support the evaluation work of the IOA programme by distributing surveys, organising focus groups and providing impact data as required.
- Take a role in the full life of the school(s), which will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Reporting

The IOA School Senior Lead will be required to develop a long-term plan to ensure IOA programmes are sustainable within the school, by 1 April 2020. This plan should demonstrate how IOA programme are integrated within the school's wider plan to ensure successful academic and destination outcomes for disadvantaged pupils.

To monitor progress, the IOA School Senior Lead will be required meet half termly with the IOA Programme Coordinator for Evidence Based Practice, or the IOA Programme Manager (both based within the University of Suffolk). The IOA School Senior Lead will also be required to submit reports towards the end of each term outlining the following:

- Progress in implementing IOA programmes
- Evidence of early impact from IOA programmes
- Collaborative work
- Challenges to implementation and impact
- Recommendations made to SLT
- Recommendations to IOA
- School level action plan - priorities for the next term, and development/iteration of long-term action plan
- The dates for reports will be set out, in writing, by the IOA Programme Manager on appointment to the post.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

CONTEXT:

Opportunity Areas (OAs) are part of the government's national plan for improving social mobility through education. Ipswich was announced as one of the twelve OAs identified across England in January 2017. As such, Ipswich is benefitting from a share of £72 million to deliver a locally produced three year plan to improve outcomes for the most disadvantaged children and young people in the town through education. The IOA delivery plan, which outlines the priorities and targets for the area, can be found [here](#).

The IOA programme will end in July 2020. The IOA School Senior Leads will be responsible for maximizing the impact of the programme within the 2019/20 academic year, in the five secondary schools listed below.

Stoke High School - Karen Baldwin, Deputy Headteacher - kbaldwin@stokehigh.co.uk

St Albans Catholic High School – Matthew Baker, Headteacher - mbaker@st-albans.suffolk.sch.uk

Chantry Academy - Craig D'Cunha, Headteacher - [CDCunha@ChantryAcademy.org](mailto:CD Cunha@ChantryAcademy.org)

Ipswich Academy – Helen Winn, Headteacher - helen.winn@paradigmtrust.org

Westbourne Academy – Garry Trott, Headteacher - Garry.Trott@westbourne.attrust.org.uk

Applicants are encouraged to contact the above schools to find out more about their specific needs, prior to applying for the post. If applicants wish to express an interest in working in any of the schools, they may do so in their application. Applicants who demonstrate they meet the criteria for the role will be invited to an assessment day in w/c 8 May where they will complete an interview

and assessment task. At the assessment day, applicants will have a further opportunity to meet the headteachers and express a preference for a school. There is no guarantee that the applicant will be matched to their preferred school.

The appointment of the IOA School Senior Leads will rest with the individual schools, following a joint recruitment process to identify successful candidates.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. This will be completed by the matched school. It is essential that you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences.

This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.

The applicant will be required to safeguard and promote the welfare of children and young people

HOW TO APPLY:

Please submit a CV and covering letter addressed to Charlotte McKeown at: opportunityareas.east@education.gov.uk by **5pm Thursday 18 April**.

Please state in the covering letter if you have a preference for a school or schools listed within this advert.

If you are applying on secondment, please also provide evidence that your current employer has agreed to release you for the duration of the year-long contract.

Shortlisting will take place **w/c 22 April** and invites to interview will be issued by the end of the same week.

PERSON SPECIFICATION

The person specification is related to the requirements of the post as determined by the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

You should be able to demonstrate that you meet the following criteria, measured by:

A: Application Form B: Assessment Task C: Interview D: References

CRITERIA	Requirement	Assessment
Knowledge and Qualifications		
Graduate with Qualified Teacher Status who has worked extensively with secondary age students	Essential	A
Has undertaken sustained professional development, especially in leadership and management	Essential	A
Up-to-date knowledge of what research and inspection findings tell us about effective leadership, teaching and learning in secondary education	Essential	A B C
Knowledge and understanding of the principles and implications of current education practice, legislation and initiatives	Essential	C
Experience		
Experience of middle leadership or similar level	Essential	A
An excellent teacher in at least one key stage of the secondary age range	Essential	A C
A proven track record of securing improvement in the quality of teaching and learning	Essential	A C D
A proven track record of raising achievement in area of specialism	Essential	A C D
Has experience of working effectively with students with a wide ability range, including gifted and talented and SEND children	Desirable	A B C D
Experience of using all relevant data to drive school improvement	Essential	A B C D
Has experience of the British Values Agenda and Prevent Training	Essential	A C
Skills		
Excellent management, motivational and communication skills that inspire high ambition throughout the school	Essential	A C D
Ability to lead others	Essential	A C D
A highly effective teacher whose practice inspires and develops others	Essential	A C D
Personal skills to establish excellent working relationships with all members of the school and wider community	Essential	A C D
Ability to devise and implement high quality improvement plans	Essential	A C D
Personal Characteristics		
Conviction that all students can succeed, and a commitment to securing the highest achievement for all	Essential	A B C D
The personality to engage and enthuse staff, students and parents	Essential	A B C D
Be flexible and approachable, remain resilient under pressure and show a positive and energetic attitude to work	Essential	A C D
Be personally committed to the development and welfare of every member of staff	Essential	B D
A commitment to the safety and safeguarding of students	Essential	B D

Show total commitment to the school's wider community	Essential	B D
---	-----------	-----