



Noel-Baker Academy  
A L.E.A.D. Academy

# Headteacher (Secondary) Candidate Pack

**Location:** Alvaston, Derby

**Start Date:** April 2024  
(or as soon as possible thereafter)

**Salary:** L33-L39

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# Welcome letter from our CEO



Noel-Baker Academy

A L.E.A.D. Academy



Dear Candidate,

Thank you for your interest in joining L.E.A.D. Academy Trust as Headteacher of Noel-Baker Academy in Derby.

We are determined as a Trust to bring about change and improvement to educational standards in Derby and in the East Midlands.

In recognition of our work so far, the Department for Education is supporting our Trust to expand its provision to other academy in this part of England and possibly beyond.

Leadership, therefore, is critical to our ambitions to be the one of the leading Trusts nationally, with leadership not only at Trust level, but also within our constituent academies.

So, what sort of leader are you?

Are you someone who is as ambitious as we are? Are you someone who wants to make a mark as a great Headteacher? Are you someone with the grit and determination to show that children and young people in Derby can do as well as anywhere in the UK? If you are, then you are the sort of person we want!

The Trust is looking for a great senior leader in a secondary academy who is hungry for headship. You will have already demonstrated that you are an outstanding teacher and leader because you are as happy in the classroom as you are in chairing a meeting or leading academy improvement more widely.

You will be lively and energetic because you know that being a high-profile and visible leader in and around the academy is crucial to the development of a great academy culture and high standards of student behaviour. In doing so, you will set an example to the rest of your senior team and the staff.

L.E.A.D. Academy Trust prides itself on the support and advice we give to all our Headteachers. That is why the welfare of our academy leaders is as important to us as any policy or strategy. Remember, our Trust Executives are people who have already “been there and done it”, so they know what it’s like on the front line!

This will be a great job for you if you’re someone who wants to make a tangible difference to the lives of children and young people. After all, they have just one chance of receiving the education they deserve.

We look forward to receiving your application through our retained consultant, **Vonya Campey**, who can be contacted at [vcampey@academicis.co.uk](mailto:vcampey@academicis.co.uk) or 07340 010983.

**Diana Owen CBE – CEO L.E.A.D. Academy Trust**





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# Vision and Values

At Noel-Baker Academy, everything we do is underpinned by our belief that our students are entitled to the very best breadth and depth of provision. We are proud of our students and our community and are determined that the Noel-Baker Academy will enable its students to be the very best that they can be.



## Leadership:

- We are **compassionate, considerate** and kind. We look out for each other and look after those who need our support.
- We welcome and value **all members of our community** – students, parents and staff. We expect all members of our community to work with us to play an active part in our children's education, to support each other to ensure that the highest standards of academic achievement, effort and conduct are met.
- We encourage each other, and we celebrate our successes.

## Empowerment:

- We teach our students to **take responsibility** for themselves, their actions and decisions, by insisting on excellent behaviour and learning habits that will set them up for life and enable them to fulfil their potential and their aspirations.
- We prepare our students for life beyond school by providing them with **clear boundaries, routines and structures**.
- We know that **factual knowledge** is a prerequisite for deep understanding: that the more you know, the more you are able to learn and understand.
- We empower our students to achieve through our unrelenting focus on hard work, commitment and perseverance.

## Achievement:

- We believe that all children are **entitled** to learn "the best that has been thought and said." Our students are the **inheritors** of the greatest ideas, written texts and discoveries of the past.
- Our purpose is to provide a rich education that will allow them not only to achieve excellent qualifications but also to become thoughtful, educated and well-rounded young adults.
- Great Qualifications = Great Future.

## Drive:

- We recognise that **success takes hard work**, commitment and perseverance. We also know that with persistent effort and patience, amazing things can be achieved.
- We know that students who put in more effort, who practise, who revise and who learn more ideas and knowledge are able to develop greater expertise and thereby become more intelligent.



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# *Potentia Scientia Est*

Producing leaders and learners for a lifetime of successes

LEADING STUDENTS  
TO A BRIGHT FUTURE

— — — — —  
SCIENTIA POTENTIA EST

An academy rooted in its local community and promoting its place in the national community and the international platform.

A place of celebration and belonging where all exhibit the highest standards of behaviour and care for others.

Preparing students to be successful and happy adults who demonstrate good citizenship and positive contributions to their communities.

Students who make excellent progress in all their studies and have clear progression routes for their future lives.





# Job Description



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Job Title: **Headteacher** • Pay Scale: **L33-L39** • Location: **Alvaston, Derby** • Line Manager: **Director of Academies**

## Job Purpose

- To provide inspirational, creative and professional leadership and management for the academy.
- To ensure the students are at the heart of every decision and action within the academy.
- To establish high quality, effective systems and policies in all areas of the academy's work.
- To establish high quality education and outcomes through effective leadership of teaching and learning.
- To establish a culture that promotes excellence, equality and high expectations of all students.
- To ensure that strategic planning is informed by rigorous self-evaluation and that it continuously improves learning and pastoral outcomes.
- To establish and develop genuine partnerships to support the work of the academy and Trust.
- To ensure that the academy provides a safe and happy environment that promotes the welfare of children.
- To ensure there is an ethos of safeguarding and that all safeguarding and child protection policies are adhered to by a staff team that is confident to keep students safe.

## Duties and Responsibilities

### Strategic Direction and Development of the Academy

- Provide inspiring, creative and purposeful leadership for the staff and students.
- To work in partnership with the Trust, the governing body, staff and parents, generating the ethos and values which will underpin the academy.
- To co-create and implement an Academy Improvement Plan which will secure continuous improvement and support the principles of L.E.A.D. Academy Trust.
- To keep up to date with current research into education, particularly teaching and learning and to contribute this academy improvement planning.
- To monitor and evaluate the performance of the academy and respond and report to the governing body and the Trust as required.
- To ensure that management, finances, resources and administration of the academy supports its vision and aims and maximises value for all students.
- To ensure that policies and practices take account of national, local and academy requirements and apply sound educational practice through evidence based pedagogy.
- To regularly monitor, evaluate and review the impact of policies, priorities and targets and take rapid action to improve if necessary.
- To inspire all those involved in the academy to commit to its aims, to stay motivated to achieve them and to be involved in meeting long, medium, and short-term objectives to secure the educational success of the academy.
- Develop an outward facing academy to collaborate with other academies in the Trust, parents, the wider community and partners to champion best practice and enhance the education and safeguarding of students.





## Teaching and Learning

- Continue to maintain an environment that promotes and secures outstanding teaching, effective learning and high standards of achievement, behaviour and attendance.
- Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- Ensure that students develop study skills in order to learn more effectively and with increasing independence.
- Determine, organise and implement a policy for the personal, social and moral development of students.
- Monitor and evaluate the quality of teaching and learning and achievement of all students through appropriate methods.
- Determine and implement policies which ensure inclusion, diversity and equality of access for all students.

## Leading and Managing Staff

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting in line with the academy's improvement plan.
- Promote and monitor the continuing professional development of all staff to support career progression and the academy's succession planning.
- Hold staff to account for their professional conduct and practice, both contractually and where relevant as specified in the Terms and Conditions of Service of teachers.
- Ensure that a Deputy Headteacher or suitable person, assumes responsibility for the discharge of the Headteacher's function at any time when absent.

## Efficient and Effective Deployment of Staff and Resources

- Work with governors and senior colleagues to recruit, retain, deploy and develop staff of the highest quality.
- Make arrangements for the security and effective supervision of the academy buildings, their contents and the grounds.
- Set appropriate priorities for expenditure, allocation of funds and effective administration and control in line with the Trust's agreed financial arrangements.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, health and safety regulations and community use.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve students achievements, ensure efficiency and secure value for money.
- Promote harmonious working relationships among the staff team. Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.



# Job Description continued

## Accountability

- Continue to develop an academy in which all the staff recognise that they are accountable for the success of the academy. Ensuring the celebration of success as well as addressing areas of weakness.
- Present a coherent and accurate account of the academy's performance in a form appropriate to an audience, including governors, the Trust, parents, OFSTED and others to enable them to play their part effectively.
- Ensure that parents/carers and students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and together with efficiency and value for money.

## Influencing and Managing Relationships

- Senior Leadership Team within the Academy
- Central Trust Senior Leadership Team
- Director of Academies
- All teaching and support staff
- Parents and Carers
- Other third party organisations as required

## Other Academy Specific Responsibilities

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

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 and individually take responsibility for doing so.

This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipated changes in the job, commensurate with the grade and job title. This includes changes to National Teacher Standards and requirements of the professional role.

At L.E.A.D. we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.



# Person Specification



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This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D = Desirable criteria)

		E	D
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Experience of senior academy leadership within the secondary phase</li> <li>• Has undertaken recent and relevant further professional development</li> <li>• Higher qualification in education and/or NPQH</li> </ul>	E E E	D
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to formulate a clear strategic vision for academy improvement and translate this into strategic objectives, longer term plans and specific outcomes</li> <li>• Knowledge of systems for academies self-evaluation, effective monitoring and inspection</li> <li>• Sound knowledge and understanding of wider educational agenda including national policies and educational issues as well as statutory and legal the framework governing the operation of an academy</li> <li>• Demonstrates an understanding of the statutory, financial and budgetary processes required in the management of an academy, including Best Value measures</li> <li>• Able to monitor performance to ensure high standards and the development of professional practice among academy staff</li> <li>• Promotes a strong culture of collaborative working where every member of staff is valued as an essential member of the team and can fulfil their potential</li> <li>• Knowledge of statutory requirements for SEND provision</li> <li>• Knowledge of current legal requirements, including health and safety, national policies and guidance on the safeguarding and promotion of the wellbeing of children</li> <li>• Understand the role of the academy in the community and actively seek to develop a greater collaboration with members of the community</li> <li>• Effectively communicate both written and orally to a range of audiences including parents, governors and outside agencies</li> </ul>	E E E  E E E E E E	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Substantial experience with a record of excellent teaching</li> <li>• Significant experience of Academy Leadership</li> <li>• Proven track record of raising educational standards</li> <li>• Leadership experience at more than one academy</li> <li>• Evidence of setting ambitious goals and targets; using data and benchmarks to monitor and judge progress</li> <li>• Successful experience of positive behaviour management and development of a student focused inclusive and effective learning environment</li> <li>• Experience of successfully leading change and inspiring others</li> <li>• Track record of working in collaboration with other academies to realise improvement and raise standards</li> <li>• Experience of developing and maintaining effective relationships with the local and the wider community, including parents to enhance learning and educational achievements</li> </ul>	E E E  E E E E E	D
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Approachable, enthusiastic and creative</li> <li>• Lead by example, demonstrating integrity, resilience and clarity</li> <li>• Passionate about education</li> <li>• Ability to work under pressure, think creatively and to anticipate and solve problems</li> <li>• Commitment to the encouragement, empowerment and training of all staff</li> <li>• Deal sensitively with people and resolve conflicts</li> <li>• Demonstrate flexibility and an ability to adapt to changing circumstances and new ideas</li> </ul>	E E E E E E E	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• This role is subject to an enhanced DBS</li> <li>• May be required to travel to other Trust locations or third party services as part of the role</li> <li>• Hold a driving licence and have access to own vehicle</li> </ul>	E E	D





## How to apply:

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Vonya Campey at Academicis: [vcampey@academicis.co.uk](mailto:vcampey@academicis.co.uk) or 01223 907974 / 07340 010983. Please email your application to: [vcampey@academicis.co.uk](mailto:vcampey@academicis.co.uk)

Closing date: Tuesday 21st November 2023 • Shortlisting date: Wednesday 22nd November 2023  
Interviews: Thursday 30th November and Friday 1st December 2023

### Noel-Baker Academy

Derwent Campus, Bracknell Drive  
Alvaston, Derby, DE24 0BR

### L.E.A.D. Academy Trust

5a The Ropewalk, Nottingham, NG1 5DU



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L.E.A.D. Academy Trust  
Lead • Empower • Achieve • Drive