



**CHRIST CHURCH**  
Church of England Secondary Academy

**OPENING  
DOORS  
FOR YOUR  
FUTURE**



Information for candidates applying for the post of

# Headteacher

A unique opportunity for an outstanding secondary school leader



## Welcome message from the CEO

Thank you very much for requesting the details for the post of Headteacher for Christ Church, Church of England Secondary School, Yardley Wood, Birmingham.

We are looking for an experienced, enthusiastic and inspiring Headteacher to lead our exciting new school as it opens in 2021. We are seeking to appoint a person who is able to develop and lead a strong Christian vision and who fully understands the Christian distinctiveness of a Church of England school. This is an exciting opportunity for the right candidate; you will have a unique opportunity to model a school from the beginning and create an ethos that reflects our Christian vision. Therefore, we are looking for a headteacher who will actively support and promote our Christian ethos in every aspect of school life.

We believe success is found in who you are as well as what you do, and at Christ Church we aim to provide an outstanding education, supported by excellent pastoral care and high standards of behaviour, set within a distinctive Christian ethos. We want to equip our students with the qualifications, experiences and personal attributes to enable them to succeed in the next stage of their education or employment.

I hope the following pages will give insight into our vision and ambition for the work of the Trust as well as practical details about the post itself. An information pack can only partly reflect the role and therefore I encourage prospective candidates to contact me to discuss the post in greater detail.

Yours faithfully,

Christopher Mansell

Chief Executive Officer



# The post

**Academy:** Christ Church, Church of England Secondary Academy

**Job title:** Headteacher

**Salary:** L33 to L39 (dependent on experience)

**Location:** Yardley Wood, Birmingham

**Start date:** Full time from January 2021 or an earlier start date by negotiation

**Closing date:** 12 noon on Thursday 7<sup>th</sup> November 2019

Interviews are scheduled for 22<sup>nd</sup> & 25<sup>th</sup> November 2019 at our head office on 1, Colmore Row in Birmingham.

To arrange an informal enquiry, please contact BDMAT's Chief Executive Officer, Christopher Mansell through his PA, Sheila Benbow who can be contacted at [s.benbow@bdmatschools.com](mailto:s.benbow@bdmatschools.com) or telephone 0121 426 0449.

Further details of the school, trust and post can be found at [www.bdmatschools.com](http://www.bdmatschools.com) and also on the school website [www.christchurchsecondary.org.uk](http://www.christchurchsecondary.org.uk). Application forms for the post can also be found on these websites or can be downloaded from the TES website; alternatively, prospective applicants can request a form from Sheila Benbow. Application forms should either be returned electronically to Sheila Benbow or posted to BDMAT, 1 Colmore Row, Birmingham. B3 2BJ. All completed applications must be received by BDMAT by 12 noon on 7<sup>th</sup> Nov 2019.

Birmingham Diocesan Multi-Academy Trust (BDMAT) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. BDMAT is a Disability Confident employer.



## Information about the school

Christ Church, Church of England Secondary Academy (CCSA) will be opening in Yardley Wood, Birmingham, in September 2021.

The 11 – 19 secondary school and sixth form is being established by the Birmingham Diocesan Multi-Academy Trust (BDMAT) to help meet the need for additional high-quality secondary places in the Yardley Wood area of Birmingham. CCSA is a Free School, funded by the Department for Education. Planning permission has now been granted and the building construction will start later this year. The school will initially open in 2021 with just Year 7 pupils and then grow by one year group each year. There will be 180 pupils per year group and eventually include a Sixth Form centre.

As a Church of England academy we aim to provide an excellent education rooted in Christian values and built on the rich heritage of the Church of England. This doesn't mean our prospective pupils will have to go to church to come to Christ Church Academy as we will not have faith status in our admission code; we therefore look forward to welcoming children of all abilities and from all faith backgrounds and none. The successful candidate will however ensure that the school policies and day-to-day life are based upon values that come from the Christian faith.

## Information about BDMAT

CCSA will be part of the Birmingham Diocesan Multi-Academy Trust (BDMAT) and will therefore be supported by and connected with a network of Church of England schools within the region. The Trust was established in 2017 by Birmingham Diocesan Board of Education, which has a strong track record of providing excellent educational provision and achieving rapid school improvement across all phases. The trust currently has 16 schools, all primary, spread across three local authority areas; Birmingham City (9 schools), Warwickshire (6 schools) and Solihull (1 school). Our plan is to increase initially to twenty schools and we hope in the future to have additional secondary schools in the Trust. In addition to the BDMAT network the headteacher will network with other secondary headteachers in the wider diocese and non-church school leaders in the area.

The vision of the Trust is to ensure students have 'life in all its fullness'; providing an education that will offer a wide range of opportunities alongside the expectation that students will leave with qualifications enabling them to access successful employment.

The BDMAT Board consists of Members and Directors with committees to support and challenge the leadership team and local governing body of Christ Church Academy. The Local Academy Board of CCSA will be made up of secondary specialists (advisers and heads of 'Outstanding' schools in the region) and people of the Diocese, parish, and community with commitment and expertise in governance, finance, HR and industry.



## **BDMAT's mission is:**

To provide high quality education within a Christian framework that allows all pupils to reach their full potential through experiencing a broad and balanced curriculum whilst ensuring staff have a good work / life balance and are fulfilled in their roles.

## **BDMAT's strategic aims:**

Education is led by BDMAT's vision and values, and for our Church of England schools these are embedded within a Christian ethos.

We promote pupils' social, moral, spiritual, cultural and physical development within a happy and caring atmosphere.

Every school provides a broad and balanced curriculum that equips all pupils to thrive, achieve their goals, succeed in later life and contribute to society.

Pupils are provided with effective pastoral support; and safeguarding arrangements meet all national and local requirements.

Our schools are at the heart of the communities that they serve, collaborating with the church, other schools, stakeholders and organisations in the area to best support their community.

External and internal indicators demonstrate that the vast majority of pupils make good or better progress in our schools and as a result, attainment is high in all of our schools or improving rapidly.

All of our schools are graded as least 'good' by Ofsted or are improving quickly towards achieving 'good' at the next inspection.

The practice of staff is enhanced by high quality professional development and performance management systems.

The Trust has highly effective pastoral arrangements in place for staff who, as a result, feel supported and have good life / work balance and the Trust is recognised as a good employer for staff.

The Trust is sustainable, with secure finances allowing high quality services to underpin our work, ensuring staff in schools are able to concentrate on providing effective provision for their pupils.



## Christian Ethos

The Church of England, and the Birmingham Diocesan Multi-Academy Trust, believes that every child is unique and deserves the very best education, and therefore we believe that education should be provided for students that allows:

### **Educating for Wisdom, Knowledge and Skills**

Church of England schools provide excellent academic education, and enable every individual to know *how* to apply those skills.

### **Educating for Hope and Aspiration**

In Church of England schools, education goes beyond the classroom and affects every part of our students' lives. Through ongoing pastoral support for young people and their families, Church of England schools aim to encourage confidence, generosity and compassion, and to equip every individual to engage effectively with those around them and the wider world.

### **Educating for Community and Living Well Together**

Church of England schools are places where collaboration, teamwork and respect for each other are valued and prioritised within the school life. A Church of England school is a safe environment where people respect and care for each other, behave well and share the belief together we can achieve more.





## Job description: Headteacher

Responsible to the Chief Executive Officer

*Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.*

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### Core Purpose

The Headteacher shall carry out the professional duties as described in the School Teachers' Pay and Conditions Document and would be expected to have considered these in relation to the school where you are based.

The Headteacher is accountable to the Local Academy Body and the CEO for ensuring the educational success of the school within the framework of the school's and BDMAT's strategic plans. The Headteacher will provide professional leadership and management to the school and must establish a culture that promotes excellence, equality and high expectations of all pupils. The Headteacher will support and promote the Christian distinctiveness of the school (for our church schools) and the aims of BDMAT.

### Responsibilities

*To be accountable to the CEO for:*

- Supporting and promoting the school's Christian distinctiveness and preparing the school for SIAMs inspections;
- Supporting and promoting BDMAT's vision, values, aims and goals including our specific strategic aims as follows:
  - o Education is led by BDMAT's vision and values and for our Church of England schools these are embedded within a Christian ethos;
  - o We promote pupils' social, moral, spiritual, cultural and physical development within a happy and caring atmosphere;
  - o Every school provides a broad and balanced curriculum that equips all pupils to thrive, achieve their goals, succeed in later life and contribute to society;
  - o Pupils are provided with effective pastoral support and safeguarding arrangements meet all national and local requirements;



- o Our schools are at the heart of the communities that they serve, collaborating with the church, other schools, stakeholders and organisations in the area to best support their community;
  - o External and internal indicators demonstrate that the vast majority of pupils make good or better progress in our schools and as a result, attainment is high in all of our schools or improving rapidly;
  - o All of our schools are graded as least 'good' by Ofsted or are improving quickly towards achieving 'good' at the next inspection;
  - o The practice of staff is enhanced by high quality professional development and performance management systems;
  - o The Trust has highly effective pastoral arrangements in place for staff who, as a result, feel supported and have good life / work balance and the Trust is recognised as a good employer for staff;
  - o The Trust is sustainable, with secure finances allowing high quality services to underpin our work, ensuring staff in schools are able to concentrate on providing effective provision for their pupils.
- Ensuring a daily act of Collective Worship takes place, seated in the Christian tradition;
  - Working towards meeting all key performance indicators set for the school by the BDMAT board and the Local Academy Board (LAB);
  - Ensuring the effective implementation and embedding of the agreed school vision, principles and policies within the school;
  - Providing leadership across all aspects of the internal organisation: professional leadership, management and control of the school;
  - Creating a culture of constant improvement and being an inspirational leader, committed to the highest achievement for all in all areas of the school's work;
  - Having the line management responsibility for the Deputy Headteachers/Assistant Headteachers in the school, as well as the line manager for the administration and site leaders;
  - Promoting excellence in teaching and learning, ensuring a continuous and consistent focus on pupils' achievement and development (whole-person as well as academic);





- Ensuring that a high-quality educational experience is available for all children and young people;
- Creating a positive culture of support and high expectations, in order to achieve the school's and BDMAT's Strategic School Development Plan, raise standards and improve the quality of teaching;
- Ensuring that teaching in all year groups is at least 'good';
- Ensuring that all children make good progress including where there are barriers to learning, through clear, consistent and excellent systems and provision for all, actively promoting inclusion;
- Ensuring effective and appropriate pastoral support is available to children and staff in the school, including for their mental well-being;
- Through robust and effective monitoring and evaluation, identify and acting on areas of improvement in relation to the curriculum and assessment;
- Keeping informed of developments within the National Curriculum and other relevant curriculum development sources, to ensure that the curriculum is rich, relevant and inspirational and contributes to outstanding educational and whole-person outcomes;
- Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence;
- Developing an inclusive and supportive approach so that the school is a place where all young people and the wider school community feel welcome;
- Managing and organising the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations;
- Ensuring that the allocation and use of accommodation within the school provides a positive learning environment that promotes the highest achievement for all;
- Following the requirements of the latest version of the Academies Financial Handbook;
- Promoting, embedding, securing and monitor all agreed school and BDMAT policies.

## Leading Learning and Teaching

- Drive and inspire a passion for learning in every member of the school community;



- Provide a model of outstanding practice to all staff in teaching and school leadership;
- Secure and sustain effective teaching and learning throughout the school by ensuring sound strategies are in place for monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for rapid improvement of all children including those in vulnerable groups;
- Build a collaborative learning culture within the school and actively engage with other schools within the wider BDMAT family to build effective learning communities;
- Work with all staff to build effective teams;
- Sustain their own enthusiasm and motivation and develop and sustain that of other staff;
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities;
- Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal as below;
- Ensure the effective and consistent implementation of the Teachers' Appraisal Policy and other systems of quality assurance and professional development of teachers;
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs and identified through the appraisal process;
- Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the school and the wider BDMAT family;
- Develop capacity, through coaching and mentoring members of the SLT;
- Keep abreast of educational developments and best management practice in order to introduce appropriate innovation and contribute to joint practice development.

## Managing the Organisation

- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities;



- Advise Governors on the formulation of the annual budget in order that the school secures its objectives;
- Receive and approve the school budget in order to ensure that the school meets its objectives;
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities;
- Seek opportunities to invite parents and carers, community figures and those from the wider BDMAT family, business or other organisations into the school to enhance and enrich the school and its value to the wider community.

### **Developing Self and Working with Others**

- Treat everyone within the school and the wider community fairly and equitably;
- Develop a culture of personal responsibility that recognises both excellence and supports appropriate strategies to deal with under-performance in accordance with Trust / school appraisal and capability policies and procedures;
- Ensure a high standard of professional development for all staff and for self, including attending all mandatory training events;
- Work with the SLT to recruit and retain staff of the highest quality, in line with Trust policy and safer recruitment procedures;
- Work with senior colleagues to deploy all staff effectively in order to improve the quality of education provided;
- Challenge, motivate and empower others to attain ambitious outcomes;
- Regularly monitor the budget for the school and the use of resources.

### **Securing Accountability**

- Work with the Local Academy Body (LAB) to enable them to meet their responsibilities;
- Ensure that individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation;
- Develop a school ethos which will enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;



- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers;
- Reflect on personal contribution to school achievements and take account of feedback from others.

## **Strengthening Community**

- Build a school culture and curriculum which takes account of the richness and diversity of the school's community;
- Ensure learning experiences for pupils are linked into and integrated with the wider community and within the BDMAT community of schools;
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.

## **Shaping the Future (Strategic Leadership)**

- Work with the SLT LAB, and Trust to develop the shared vision and strategic plan for the school, which is responsive to the community it serves. At the core of this should be the educational and personal development of the pupils;
- Work with the Trust, Governors and staff to define and implement the school's vision and strategic direction so that it is understood and acted upon by all stakeholders;
- Work within the school community to translate the vision into agreed objectives and operational plans, which will drive forward and sustain school improvement;
- Ensure the sustained raising of aspiration, achievement and attainment, is met through an inclusive, sustainable and innovative lifelong educational environment;
- Ensure the school achieves its performance targets;
- Demonstrate the vision and values of the school in everyday work and practice;
- Motivate and work with others to create a shared culture and positive climate;
- Promote the school and develop effective and productive relationships with a wide range of stakeholders;
- Secure the commitment of parents and the wider community to the vision and direction of the school.



### **Equal opportunities**

- Take responsibility, appropriate to the post, for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

### **Safeguarding children and Safer Recruitment**

- Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and BDMAT, in line with national requirements;
- Ensure that all policies and procedures adopted by the LAB and BDMAT are fully implemented and followed by all staff;
- Ensure that sufficient resources and time are allocated to enable the designated persons and other staff to discharge their safeguarding responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children;
- Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

### **Health and Safety**

- Work in compliance with the school's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school;
- Ensure compliance with procedures is observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training, instruction and supervision as necessary to accomplish those goals.

### **Data Protection**

- Ensure compliance with the Data Protection Act (2018) and General Data Protection Regulations and the Freedom of Information Act (2000).

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed. The work of all MATs and schools change and develop



continuously which in turn, requires employees to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable but may change commensurate with the grading of the post. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation. Any major changes will involve discussion and consultation, which if wished, may involve a Trade Union/Professional Association representative.



## Person specification

<i>Category</i>	<i>Essential</i>	<i>Desirable</i>
1. Christian ethos	<ul style="list-style-type: none"> <li>To actively support and develop the school and Trust's Christian ethos</li> </ul>	<ul style="list-style-type: none"> <li>Experience of effective senior leadership in a secondary Church of England school</li> <li>To be a practicing Christian</li> </ul>
2. Qualifications	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> <li>Honours degree from a recognised university</li> </ul>	<ul style="list-style-type: none"> <li>NPQH</li> <li>Masters or higher in relevant discipline</li> </ul>
3. Experience	<ul style="list-style-type: none"> <li>Proven track record of successful Senior Leadership in a secondary school as a Headteacher or Deputy Headteacher or Head of School</li> <li>Successful experience of managing significant organisational change in a school leadership role</li> <li>Experience of providing high standards of pastoral care</li> <li>Experience of curriculum development</li> </ul>	<ul style="list-style-type: none"> <li>Teaching and/or school leadership experience across the Academy/maintained sectors</li> <li>Experience of leading and managing capital projects</li> </ul>
4. Professional Development	<ul style="list-style-type: none"> <li>Knowledge of the Free School and Academy education context in terms of particular requirements and responsibilities arising for leadership and governance</li> <li>Ability to identify own learning needs and to support others in identifying their learning needs</li> <li>Experience of working with other schools/organisations /agencies</li> <li>Experience of leading/</li> <li>co-ordinating professional development opportunities</li> </ul>	
5. Strategic Leadership	<ul style="list-style-type: none"> <li>Ability to articulate and develop the Trust's vision and Christian ethos within the context of Free School and Academy expectations</li> <li>Evidence of having successfully translated a Christian vision into reality at whole-school level</li> <li>Ability to inspire and motivate staff, students, parents and governors to achieve the Trust's aims of the school and meet their high expectations</li> </ul>	<ul style="list-style-type: none"> <li>Successful Sixth Form provision</li> </ul>





	<ul style="list-style-type: none"> <li>• Evidence of successful strategies for implementing whole-school plans</li> <li>• Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards challenging targets</li> <li>• Understanding of and compliance with the Financial Handbook</li> <li>• Knowledge and experience of what constitutes quality in secondary provision, the characteristics of effective schools and strategies for raising standards and the achievement of all students</li> <li>• Understanding of and commitment to leading on the safeguarding of students and staff</li> <li>• Ability to build and maintain good relationships with a range of stakeholders</li> </ul>	
6. Teaching and Learning	<ul style="list-style-type: none"> <li>• Knowledge and experience of successful teaching and learning strategies in order to meet the needs of all students at Christ Church Secondary Academy</li> <li>• A secure understanding of assessment strategies</li> <li>• Experience of effective monitoring / evaluation of, and intervention in, teaching and learning</li> <li>• Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management</li> <li>• High quality teaching skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience as a provider of professional development to other teachers and school leaders</li> <li>• Up to date knowledge of current external accountability frameworks</li> </ul>
7. Managing Staff	<ul style="list-style-type: none"> <li>• Ability to delegate work and support colleagues in undertaking responsibilities</li> <li>• Experience of working with governors/trustees to enable them to fulfil their responsibilities</li> <li>• Experience of performance management as reviewer and reviewee and supporting CPD needs of colleagues arising</li> <li>• Successful involvement in staff recruitment, appointment /induction</li> <li>• Understanding of effective budget planning and resource deployment as enablers in terms of achieving educational priorities</li> </ul>	



8. Accountability	<ul style="list-style-type: none"><li>• Ability to communicate on school performance effectively, orally and in writing to a range of audiences</li><li>• Experience of whole-school self-evaluation and improvement strategies</li><li>• Ability to provide clear information and advice to staff and governors</li><li>• Awareness of DfE performance measures applicable to the school</li><li>• Experience of school inspection via Ofsted or Independent Schools Inspections</li></ul>	<ul style="list-style-type: none"><li>• Experience of offering challenge and support to improve performance e.g. SIP role</li><li>• Experience of leading sessions to inform parents and carers on aspects of school performance</li><li>• Experience of SIAMS</li></ul>
9. Personal Attributes	<ul style="list-style-type: none"><li>• Ability to diagnose and intervene wisely when solving problems</li><li>• Ability to remain positive and enthusiastic when working under pressure</li><li>• Ability to organise work, prioritise tasks, make decisions and manage time effectively including in relation to the work of others</li><li>• Empathy with pupils/students</li><li>• Excellent communication and negotiation skills</li><li>• Excellent presentational skills</li><li>• Stamina and resilience</li></ul>	<ul style="list-style-type: none"><li>• Ability to manage public relations effectively including high profile contexts</li></ul>