



CORE
EDUCATION
TRUST

OPTIMISM • AMBITION • ONENESS

Arena Academy
Head of Business and Computing

Information Pack
April 2021



Thank you for your interest in working for CORE Education Trust. I co-founded the Trust in 2015 and remain very much “hands-on” in my approach to leading the Trust. However, I am very clear that it is not my job to run our schools. We employ dynamic Headteachers and senior leaders and we give them a clear mandate to lead on delivering a CORE education in the local context of each of our schools. These schools are at the heart of the communities they serve. As a sponsor, we are committed to understanding the local contexts and we provide solutions, resources and innovation on that basis.

Our CORE Values inspire everything we do. This is supported by our new long-term vision which is defined through a relentless emphasis on optimism, ambition and oneness. This builds on our strong team ethos and a culture of purpose and belonging. We thrive on diversity and work hard to create school environments that are open, outward facing, creative and dynamic.

You can read much more about our ethos, culture and history through the many archive news stories on the internet. We have had an eventful journey to this point! What I hope you will recognise about that history is that we are a resilient and courageous MAT. We dare to step into situations that are challenging, and we seek bold solutions because that is what we believe our children deserve. Each school we take on has its own distinctive identity and therefore its own distinctive rewards and challenges.

A quick look at our social media profiles will enable you to get a sense of those different contexts. As well as finding out as much as you can about the school at which the role you are applying for is based, I would also encourage you to fully understand the nuanced details of the Trust’s wider work through projects such as Echo Eternal before submitting an application.

We would also ask that you consider how our values chime with your own sense of how schools should be run and how children are best served through our education system. We want all our staff to consider themselves as learners and leaders, regardless of their job role.

CORE Education has become a happy home for many staff who have worked in other environments and perhaps found it difficult to fit in. We embrace individuality of thought and celebrate that we are an employer who cares passionately about its employees, people with an incredibly diverse range of backgrounds and experiences. I have worked at every level from Teaching Assistant to Headteacher and just about every job in between. I have also worked or had experience in almost every sector of education.

I am therefore proud to now be able to lead a Trust in a way that allows me to draw on my direct experiences and go about my day to day business with a strong feeling of empathy for every one of our staff. I wish you every success with your application and hope I am in a position to personally congratulate you and say “welcome home” if you’re successful.



Adrian Packer CBE
CORE Education Trust Founder and CEO





WE BELIEVE IN THE POWER OF EDUCATION TO INSPIRE, TO ENABLE, AND TO ENRICH EVERY LIFE.

COLLABORATION

**We join in and contribute.
We are outward facing and open to
new possibilities.**



OPPORTUNITY

**We combine imagination with daring.
We seek out experiences beyond the
ordinary.**

RESPECT

**We cherish the richness of difference.
We take time to understand each other.**



EXCELLENCE

**We nurture each other and invest in
ourselves. We're proud of our
achievements, yet always aiming higher.**

OUR SCHOOLS

Based in Birmingham, we are committed to delivering the best possible experiences across our Academy schools. We are here to transform young people's lives and build ambitious futures through Collaboration, Opportunity, Respect and Excellence.

We are proud that each of our schools has its own distinctive character. Our Headteachers lead their schools in the best interests of their students and their families in a local context. However, all our schools are united in their passion and commitment to deliver a CORE Education.



ARENA
ACADEMY



CITY
ACADEMY



**JEWELLERY
QUARTER**
ACADEMY



ROCKWOOD
ACADEMY

WE PROMOTE A CULTURALLY RICH COMMUNITY AND LEARNING PROJECTS THROUGH PARTNERSHIPS.

- You will have access to a CPD strategy that is designed to support the career aspirations of all staff to help them realise their potential.
- You will be given the opportunity to engage with cross-trust activities that connect students and staff to their wider family of schools/peers across the city.
- You will have access to experienced mentors who have a strong track record of developing staff.
- All employees, regardless of hours worked or length of service, are entitled to up to 52 weeks maternity leave, including paternity and adoption leave.
- We are proud to be a living wage employer, which means fair and competitive wage to all CORE Education Trust Employees.
- All staff are automatically opted in for the award-winning Westfield Health employee assist programme.



OUR BENEFITS

WHICH ELEMENTS OF YOUR JOB GIVE YOU THE MOST SATISFACTION?

“Developing my skills, being able to clarify and perfect these skills and my teaching, being able to teach my subject with progress being made.”

“When I can see the positive impact of the work I have done on both colleagues and students. I very much appreciate the autonomy of my role, and the professional trust I am afforded by my line manager. This makes me feel valued and appreciated as an employee.”

“Seeing the opportunities that arise for both staff and students. To see students totally engaged with learning through the amazing teaching staff.”

I AM PROUD TO BE A PART OF CORE EDUCATION TRUST BECAUSE...

“All CORE values protect and respect students and teachers for their individualities while it provides them with opportunities to improve academically and professionally.”

“I am proud to be a part of an inclusive school that strives towards excellence despite challenging circumstances.”

“We are given good CPD opportunities and extra facilities. For example, the annual Delivering a CORE Education conference which allows connections to be made.”





**ARENA
ACADEMY**

As the Headteacher of Arena Academy it is my purpose and role to ensure that our students learn and develop in a safe, happy, vibrant and welcoming environment. I hold a passionate and strong belief that education has the power to enhance children's lives and that each child has the right to receive the best possible education. I am dedicated to providing opportunities, both within and beyond the classroom, which enable a child to achieve the highest academic standards and leave the academy as a well-rounded individual with respect for all, good manners and the ability to contribute positively within society. At Arena, we put every child at the heart of everything we do. We treat every child with the same consideration, commitment and kindness that we would want for our own children.

Raj Man, Headteacher.

INSIDE THE CLASSROOM



Dedicated to excellence, we pride ourselves on delivering an education that inspires our students to achieve their dreams. Inside the classroom at Arena Academy, we provide every student with the tools to achieve. Our curriculum promotes a love of lifelong learning by eliciting in students a sense of awe and wonder. It develops students' cognitive hooks to aid their conceptual understanding; promotes depth of understanding; seeks to enrich the whole child, and readies them for the world of work.

OUTSIDE THE CLASSROOM



Committed to opportunities, we seek inspirational ways to engage students outside of the classroom. Over the past few years, our students have seen sporting excellence at Wimbledon, navigated canals, skied the French Alps and toured New York City. We regularly engage with external agencies to enhance the student experience. Recently, we have worked with a variety of organisations including UKACTIVE Kids, The Duke of Edinburgh Award, Birmingham Commonwealth Games, The Royal Airforce and Birmingham City Mission.

"I CAN HONESTLY SAY THAT ARENA ACADEMY IS AN INSPIRATIONAL, PASSIONATE, SUPPORTIVE, AND WELCOMING SCHOOL. ARENA ACADEMY HAS REALLY BOOSTED MY CONFIDENCE SINCE I FIRST JOINED, AND I AM APPRECIATIVE OF THE SCHOOL I GO TO. THIS IS A HAPPY ENVIRONMENT TO GO TO EVERYDAY" Amelia, Year 8.

The Business and Computing Department at Arena Academy aims to provide every student with the necessary skills to go onto become successful leaders in enterprise and IT.

THE TEAM

Mr F Khan – Assistant Headteacher, School Improvement

Mrs S Ralh – Teacher of Computer Science

Mrs D Sandhu – Teacher of Computer Science

The Business and Computing team is small family. We have a vision to deliver a new and engaging curriculum in all areas of the department; Business, Computing and KS3 Computer Science. We have already created a culture of excitement and positivity around the school:

“I DIDN'T KNOW WHAT TO EXPECT WHEN I FIRST JOINED IN SEPTEMBER, HOWEVER, I AM SO PLEASED I MADE THE CHOICE TO JOIN ARENA. THE DEPARTMENT ARE SO FRIENDLY AND WE'RE TEACHING A DYNAMIC AND CURRENT SCHEME OF WORK.” Mrs Sandhu, Computer Science teacher.

CURRICULUM AIMS

The aim of our Business, Computing and IT curriculum is to enable children:

- To develop valuable thinking and programming skills that are extremely attractive in the modern workplace.
- To develop a deep understanding of computational thinking and how to apply it through a chosen programming language.
- To enhance their skills in using IT, in order for students to produce effective and innovative digital products.
- Actively engage students in the study of business and to develop them as effective and independent learners, and reflective thinkers with enquiring minds.
- Allow students to develop and apply their business knowledge, understanding and skills to contemporary issues across a range of local, national and global contexts.
- Enable students to appreciate the range of perspectives of different business stakeholders.
- Enable students to consider the extent to which business activity can be ethical and sustainable.

PROFESSIONAL DEVELOPMENT

We regularly provide in house CPD and share best practice amongst the department, be it effective teaching strategies or subject specific training. There are also opportunities to work collaboratively across the Business & Computing faculties within the trust.

“I LOVE HOW FUN AND EXCITING COMPUTER SCIENCE IS NOW, WE GET TO LEARN ABOUT GAMES DESIGN, FLASH ANIMATION AND WE EVEN LEARN ABOUT HOW TO SET UP OUR OWN BUSINESS.”

Year 8 student



JOB DESCRIPTION

Job Title:	Head of Business and Computing	Reporting to:	Headteacher, Deputy Headteacher
Location:	Arena Academy	Annual salary:	MPS/UPS & TLR1b
Contract type:	Permanent	Hours of work:	Full-time

JOB PURPOSE AND RESPONSIBILITIES

- The main function of the head of department is to drive up standards, expectations, and aspirations, so that staff and students regularly experience success and a sense of progression.
- Act as a role model for staff within the department.
- Decide upon the pedagogy and methodology of delivery for all lessons within the department.
- Continuously monitor and evaluate teaching and learning within the department.
- Observe lessons within the department and ensure all members of the department observe other practitioners regularly and devise a process to ensure that teaching is of high quality.
- Establish and maintain a good working atmosphere and climate for learning.
- Establish and maintain a culture of high expectations of work and conduct within the department.
- Ensure that all learning takes place within a creative and disciplined atmosphere.
- Ensure the systematic use of data and analysis of data to diagnose students' needs and to monitor their progress.
- Develop and maintain appropriate assessment and recording procedures in line with school policy.
- Review departmental processes and plan and coordinate reports for the headteacher.
- Monitor and review department reporting to parents, in line with school policy.
- Lead the department's curriculum planning; setting and monitoring of aims and objectives, through a syllabus and schemes of work, ensuring the department reflects the aims of the school.
- Undertake appropriate training and advise the headteacher on the training needs of the department to ensure skills of staff are updated, as necessary.
- Manage the teaching of the subject throughout the school.
- Ensure the department takes responsibility to meet the needs of all students including those with special educational needs and those with challenging behaviour in line with the school's inclusion policy.
- Co-ordinate educational enhancement of the subject (including booster classes and visits).



TEACHING

- Consistently teach high quality lessons.
- Deliver the curriculum in line with the relevant key stage groups.
- Identify individual student capabilities, plan and distinguish teaching methods appropriately to build and develop student learning.
- Contribute to the development of teaching materials and programmes of study
- Maintain discipline in accordance with the academy procedures and to encourage good practice with regards to punctuality, behaviour, standards of work and homework.
- To assess accurately and maintain appropriate records
- Follow academy teaching policies, which include assessment, marking, feedback and homework.
- Be a role model for students, inspiring them to be actively interested in Business and Computing or Computer Science.

STUDENT SUPPORT

- To be a Form Tutor to an assigned group of students.
- To promote the general personal development and well-being of individual students and the Tutor Group as a whole.
- To liaise with the relevant pastoral leaders to ensure the implementation of the student support system.
- To register students, accompany them to assemblies, encourage their full attendance and their participation in other aspects of academy life.
- To alert the appropriate staff to problems experienced by students in the Tutor Group.
- To be fully aware of all matters of child protection and safeguarding and follow the appropriate policies and procedures as required.

PROFESSIONAL

- Be up to date with the latest developments in teaching practice and methodology, particularly in the curriculum area of Business and Computing.
- Be aware of departmental and academy health and safety measures, including relevant risk assessments.
- To set cover work during any leave of absence.
- To take part in Open Evenings and Parents' Evenings and any other similar event to support students and their families.
- To attend meetings and professional development activities as required.
- Carry out duties in line with published rotas.
- To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

The above is not exhaustive and maybe amended commensurate with the post holder's salary and grade as required by the headteacher.



SPECIAL CONDITIONS OF EMPLOYMENT

REHABILITATION OF OFFENDERS ACT 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

HEALTH AND SAFETY

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

EQUALITY AND DIVERSITY

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

TRAINING AND DEVELOPMENT

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.



MOBILITY:

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

Job Description Reviewed on:	March 2021
Job Description Reviewed by:	Mr M Newman




Job Title:	Head of Business and Computing	Reporting to:	Headteacher, Deputy Headteacher
Salary:	MPS/UPS & TLR1b	Location:	Arena Academy

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All posts will be subject to a DBS clearance at Enhanced level.

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable
Education, Training and Qualifications		
<ul style="list-style-type: none"> Degree or equivalent Masters in a relevant subject area Qualified Teacher Status Evidence of and commitment to continuing professional development 	X X X	X
Experience, Knowledge, Skills /Competencies		
<ul style="list-style-type: none"> Successful school teaching experience with experience of teaching across the age and ability range Well-developed subject knowledge. Knowledge and understanding of the theory and practice of effective teaching and learning. Knowledge and understanding of key policies in particular: health and safety, child protection, SEND and their implementation in schools. In depth knowledge of best practice in teaching and learning, including the use of the latest technologies, to support student learning. Make effective use of ICT across the curriculum when teaching and planning. Communicate effectively both verbally and in writing, to a range of abilities. Experience in Middle Leadership. 	X X X X X X X X	



Teaching		
<ul style="list-style-type: none"> Plan, prepare and deliver stimulating and engaging lessons, which make effective use of cross curricular links and teach children how to learn. 	X	
<ul style="list-style-type: none"> Assess and record the progress of students' learning to inform next steps and monitor progress. 	X	
<ul style="list-style-type: none"> Teach using an increasingly wide range of teaching strategies to meet differing learning needs and abilities. 	X	
<ul style="list-style-type: none"> Successfully deploy a wide range of effective behaviour management strategies. 		X
Developing Literacy and Numeracy and High Ability Provision		
<ul style="list-style-type: none"> Be committed to developing literacy, oracy, and numeracy skills across the subjects. 	X	
Personal Attributes		
<ul style="list-style-type: none"> Demonstrate resilience, the ability to work under pressure and meet deadlines. 	X	
<ul style="list-style-type: none"> Ability to think strategically, creatively and to prioritise 	X	
<ul style="list-style-type: none"> Excellent communication skills (including written, oral and presentation skills) 	X	
<ul style="list-style-type: none"> Excellent interpersonal skills 	X	
<ul style="list-style-type: none"> A commitment to CORE Education Trust vision, values, aims and the objectives of its academies programme. 	X	

HOW TO APPLY

For further information about this exciting opportunity, or an informal discussion please contact Raj Mann rmann@arena-birmingham.academy

Only those applicants submitting a [CORE Education Trust Application Form](#) will be considered. Please note that we do not accept CVs.

To apply for this role please submit your expression of interest to recruitment@core-education.co.uk by Sunday 18th April 2021.

For more information visit our website, core-education.co.uk/work-with-us

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CORE Education Trust is committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are an Equal Opportunities and Living Wage employer.



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**ARENA
ACADEMY**

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Headteacher: Raj Mann

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DELIVERING A **CORE** EDUCATION