



CORE
EDUCATION
TRUST

OPTIMISM • AMBITION • ONENESS

Jewellery Quarter Academy

Information Pack
May 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.”

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

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



Jewellery Quarter Academy is a learning community that has the highest expectations and aspirations for every student in its care. We unapologetically put each young person's interests at the heart of every decision we make. We operate as a strong team to better the life chances of our students. This means that the Academy's staff members work together to continually improve the quality of education that each young person receives. We value the contributions that parents, carers and students make to develop our practice further, as well as utilising the expertise of colleagues at our other CORE Education Trust schools.

Greg Williams, Senior Headteacher.

INSIDE THE CLASSROOM



We have a key role in ensuring that every child makes the most of the learning opportunities available to them. At Jewellery Quarter Academy, we work to provide a curriculum that is ambitious and delivers a quality CORE education that features a broad range of opportunities to learn and achieve as well as developing a depth of character around our shared values.

OUTSIDE THE CLASSROOM



Jewellery Quarter Academy is active in creating links with a range of external partners. We collaborate with partners to support student progress and enrich their lives. Key initiatives include the Combined Cadet Force (CCF) contingent and the Duke of Edinburgh Award - both provide students with leadership opportunities and self-discipline. We also offer extra-curricular clubs which include DJ-ing,

music production and drama club, just to name a few. We are proud to offer opportunities for staff to get involved with external experiences too and have links with the Titan Partnership and several local organisations.

 @COREJQAcademy
  @corejqacademy
  www.jewelleryquarter.academy


JOB DESCRIPTION

Job Title:	Assistant Headteacher	Reporting to:	Head of School
Location:	Jewellery Quarter Academy	Annual salary:	L6 – L15 £47,735 - £59,581 per annum (within a 5- point range on this scale)
Contract type:	Full time, permanent.	Hours of work:	Monday – Friday 32.5 hours per week

JOB PURPOSE AND RESPONSIBILITIES

The Assistant Headteacher, under the direction of the Head of School/Deputy Headteacher, will take a role in:

- Strategic leadership and implementation of developments in the Quality of Education
- Oversight and strategy, in conjunction with other Leaders, for content and delivery of CPD programme
- Oversight of the More Able strategy across the Academy
- Leadership of feedback and assessment at the Academy
- Strategic lead for Home Learning across the Academy
- Hold Middle Leaders and their departments to account for standards of education.
- Leadership and management of the Academy's support for trainee teachers through strong partnerships as well as support for NQTs and RQTs
- Lead the Academy's approaches on Literacy.
- Lead and deliver aspects of the Academy's coaching programme with the Deputy Head of School
- Support the Head of School and Deputy Headteacher in the day-to-day management of the Academy.
- Help the Academy to deliver a CORE Education to all.
- Communicate the Academy's vision compellingly and support the Head of School's strategic leadership.
- Lead by example, focusing on providing excellent education for all students.
- Lead on particular whole-school strategies and policy areas.
- Build positive relationships with members of the Academy community.
- Keep up to date with developments in education.

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- Seek training and continuing professional development to meet own needs.
 - Assist with the selection and recruitment of new teaching and pastoral staff.
 - Performance manages middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance.
 - Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge.
 - Commit to their own professional development, proactively identifying development opportunities.
 - Demonstrate excellent performance against parts one and two of the Teachers' Standards: Teaching and Personal and Professional Conduct
 - Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others.
 - Ensure that the Academy's systems, organisation, and processes are well considered, efficient and fit for purpose.
 - Provide a safe, calm, and well-ordered environment for all students and staff, focused on safeguarding students and developing exemplary behaviour.
 - Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve, and valuing excellent practice.
 - Work with the Local Governing Board as appropriate.
 - Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
 - Support distribution of leadership throughout the school.
 - Track and analyse student performance data, paying attention to disadvantaged groups, such as those eligible for the student premium, with special educational needs, or who speak English as an additional language.
 - Plan and implement interventions, including those led by external agencies, for those students who are at risk of not fulfilling their potential.
 - Other areas of leadership will be agreed after appointment, based on the candidate's experience, skillset, and development interests.



Other responsibilities

The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people and follow Academy policies and the staff Expected Standards of Provision Guide.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head of School.

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:	18.05.21
Job Description Reviewed by:	Head of School



Job Title:	Assistant Headteacher	Reporting to:	Head of School
Salary:	L6 – L15 £47,735 - £59,581 per annum (within a 5- point range on this scale)	Location:	Jewellery Quarter 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"> • Qualified teacher status • Degree • Professional development in preparation for a leadership role 	 X X 	 X
Experience, Knowledge, Skills /Competencies <ul style="list-style-type: none"> • Leadership and management experience in a school • Teaching experience • Involvement in school self-evaluation and development planning • Line management experience • Experience of contributing to staff development 	 X X X X X 	



Skills and Knowledge <ul style="list-style-type: none">• Understanding of high-quality teaching.• Knowledgeable about effective strategies to encourage excellent ‘behaviour for learning’, with the ability to model this for others.• Understanding of school finances• Effective communication and interpersonal skills.• Ability to communicate a vision and inspire others.• Ability to build effective working relationships.	X X X X X X	
Personal Qualities <ul style="list-style-type: none">• A commitment to getting the best outcomes for all students and promoting the ethos and values of the school.• Ability to work under pressure and prioritise effectively.• Commitment to always maintaining confidentiality.• Commitment to safeguarding and equality.• Resilience in the face of challenge	X X X X X	

HOW TO APPLY

For further information about this exciting opportunity, or an informal discussion please contact Samantha Hibbs on sahibbs@jewelleryquarter.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 CORE Application Form to recruitment@core-education.co.uk by **Tuesday 25th May 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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**JEWELLERY
QUARTER
ACADEMY**

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DELIVERING A **CORE** EDUCATION