

Secondary

Academy  
Transformation  
Trust

Head of House

# Application Pack

Westbourne Academy

Marlow Road, Ipswich IP1 5JN



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# 01. About Academy Transformation Trust



## Our Mission

Transforming lives by *putting education first*.

## Our Vision

Transforming Lives of **Our Learners**:

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have a safe, supportive learning environment in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.

Transforming Lives of **Our Colleagues**:

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.

Transforming Lives of the **Communities We Serve**:

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

## Our Values

### Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.

### Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.

### Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.

### Dedication to Inclusivity

Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.

To learn more about our story/journey, please read our [ATT Magazine](#)

# Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 21 academies (primary, secondary, post 16 and FE) operating across 10 English local authority areas. We are responsible for the education of over 13,000 learners, for the careers of almost 2000 colleagues and for the most effective spending of nearly £80 million of taxpayer income each year.

## Our Priorities: Big Moves

Our Big Moves help solve a problem and achieve a step on our 2-to-5 year plan.

Aligned Autonomy

Shared Services

Improve Outcomes

Grow



ATT | 21 Academies

Local Authority Areas | 10

Staff | 1720

Primary | 409  
Secondary | 1130  
Special | 30  
FE | 76  
Other | 75

Learners | 13,334

Primary | 2711  
Secondary | 9280  
Special | 45  
FE | 1298

Governance

People Engaged | 120+  
Trustees | 10  
Members | 4

Finance

£78 million in funding and other income

ATT Institute | Offering the very best PD opportunities for all our colleagues.

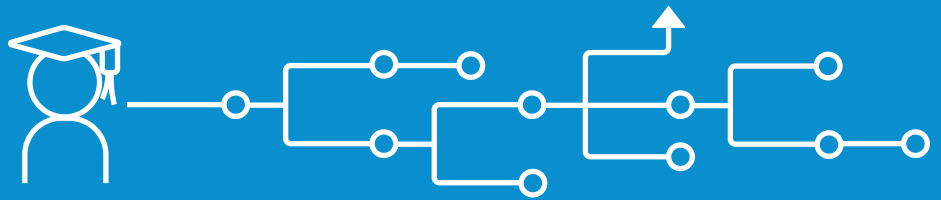


1 Outstanding

19 Good

1 Requires Improvement

# 02. Career Testimonials



## **Peter Webster** | Team Leader for Drama

I joined Westbourne Academy initially as a maternity cover, but pretty soon after sought to stay in a permanent position after loving the school's passion for Performing Arts and the potential I saw in the ability to create some amazing productions.

Soon after joining, I signed up for the NPQ for Behaviour and Culture provided by ATT and this has been a fantastic learning experience for me in developing my own skill set and collaborating with other teachers in the trust.

I take pride in my position as Team Leader of Drama and the opportunities that await me here.

## **Martin Sexton** | Faculty Leader for Business, Health and Computer Science/ STEM Co-ordinator

Working for ATT has given me many opportunities to progress my career. A move from Westbourne Academy to Mildenhall College Academy 5 years ago gave me my first step up from teacher to leading Computer Science. I received an ATT award for STEM which led to me becoming the STEM coordinator. To help develop my career further I now lead Team Network Group meetings with other Computing teachers from across the Trust. ATT has also allowed me to develop my skills knowledge through attending a range of CPD with Computing at School, Barefoot, and Digital Schoolhouse all of which are helping to develop my practice.

## **Nicola Powling** | Teacher of Learning Lead/Assistant Principal

Since joining Mildenhall College Academy three years ago, I have been well-supported in my development as a middle leader and with the guidance and advice of senior leaders in the academy I have been able to demonstrate significant impact on the quality of teaching and learning in the Humanities subjects. Last academic year I chaired the Eastern TNG for History, which has given me the opportunity to work with colleagues across the Trust and share best practice. Most recently, I have been seconded to the senior leadership team with a responsibility for teaching and learning; this is an opportunity to continue my career development and to gain insight and experience in senior leadership.

## **Donovan Stansbury** | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.



# 03. Academy Information



## WESTBOURNE ACADEMY

Westbourne Academy in Ipswich isn't just a school – it's a microcosm of the world with students from all around the globe. Between them they speak 32 languages, and their unique perspectives on learning and life make this a very special academy. Since 2016, our Ofsted rating has gone from Requires Improvement to Good in 2019 – an incredible transformation that we are keen to continue. In particular, inspectors noted that “students enjoy positive relationships with their teachers” and that teachers “benefit from a comprehensive training programme in a range of areas that is bespoke to the needs of individuals.”

We regard this as an enormous achievement, as many of our students come from deprived backgrounds and face significant barriers to learning.

We welcome fresh ideas from all our staff and actively value their creativity and imagination. We are passionate about improving our practice, and we are always keen to find new ways to do things.

Westbourne Academy offers the satisfaction of transforming disadvantaged young people's futures, in an excellent location amidst attractive countryside, just an hour from London.

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Our abiding passion is for all students to “achieve their potential” and to “develop the skills necessary for employment and life” through their learning and the development of their intellectual, creative, physical and emotional capabilities.

We aim to instil our core and aspirational values and for our students to develop moral integrity and become responsible global citizens. We, therefore, encourage them to develop a strong sense of responsibility towards each other and to those beyond their immediate community.

The pursuit of academic excellence is crucially important, but the learning experience for Westbourne students is not confined to the classroom. We are fully committed to the idea of an all-round education where personal development is valued as much as examination success, and we are proud of discrete lessons in enrichment.

The Academy is well served by a team of highly committed teachers and support staff, who frequently “go the extra mile”, working in partnership with the Trust, Local Academy Committee Members and parents to provide the very best possible education. We are extremely fortunate to have exceptional staff to support “Team Westbourne” and the pursuit of its vision and strong core and aspirational values.

We are proud of our students and, if you take the opportunity to come and meet us all, as I sincerely hope you will, we believe you will see why.





Our PD Curriculum is delivered through three pillars:

Transformational Leadership

Transformational Teaching

Transformational Services

## Professional Development at ATT:

# 04. The ATTI

## What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey.

## PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

## Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise.

Find Out More Online:

[academytransformationtrust.co.uk/institute](https://academytransformationtrust.co.uk/institute)

# 05. Job Description

## Head of House

### **Main Purpose of the Role:**

To promote the academy ethos of STAR by leading by example on all aspects of pastoral provision in their respective House.

To ensure students receive an excellent education through the delivery of high quality teaching.

### **Professional Responsibilities:**

- To create and maintain the culture and ethos of the House in line with the academy's vision.
- To monitor and improve recognition and behaviour within the House.
- To monitor and improve attendance/ punctuality within the House.
- To line manage the tutors to ensure that there is high quality personal development and timely pastoral support for all students.
- To ensure that student voice is regular and used to improve the academy through House councils.

### **Wider contribution as a leader in the academy:**

#### **You will**

- Lead by example and consistently embody our high expectations as set out in 'The Westbourne Way'
- Contribute to the effective safeguarding of students, promoting student welfare and working with the DSL to ensure that students and staff are safe.
- Build positive and strong relationships with our students, valuing their opinions and encouraging the development of STAR.
- Promote inclusion, equality of opportunity and diversity in all of your work.
- Work in partnership with parents and carers in order to secure the best outcomes for our students.
- Support the spiritual, moral, social and cultural development of students ensuring that the promotion of British values is at the heart of the academy's work.
- Teach to a high standard, ensuring that academy expectations and processes are strongly embedded in all lessons.
- Assist in the day-to-day operational running of the academy and maintain a high profile at non-contact times, social times and at the start and end of the day.
- Contribute to and take an active part in your own professional development and the improvement of the academy.
- Value and recognise the work of all staff in the academy empowering them to fulfil their role, encouraging their professional development and supporting their wellbeing.



## **Leadership Responsibilities specific to the role:**

- Lead and manage the effectiveness of the Pastoral Leads and House tutors.
- Lead House Training in line with the academy calendar, ensuring there is effective recording of actions.
- Promote the safeguarding and wellbeing of all students in the House, liaising with the Safeguarding Team where necessary.
- Monitor/evaluate recognition including rewards points across the House, recognising and celebrating students for their achievements and success.
- Monitor/ evaluate student behaviour across the House, devising and implementing strategies for students whose behaviour is proving a barrier to learning and progress.
- Identify vulnerable individuals and or groups in the House and ensure they are supported to attend lessons, learn and make progress.
- Monitor standards of uniform across the House and ensure that academy expectations are consistently met.
- Liaise with parents/carers so that they are aware of successes and issues that are affecting their child so that effective partnership working is in place.

## **Personal Development Curriculum:**

- Monitor the effectiveness of tutors within tutor time, ensuring that they are meeting the expectations set out for tutor time and assemblies.
- Ensure that House assemblies follow the programme and promote high expectations in terms of ethos and culture.
- Lead the development of regular consultation with students through the House council and ensure that student suggestions are listened to and when appropriate acted upon to improve the academy.

## **People Development**

- Carry out appraisal in accordance with the academy's appraisal policy.
- Ensure that the appraisal policy is followed by all staff and that the process meets the needs of all staff.

### **NOTE:**

The duties and responsibilities of this post may vary from time to time according to the changing demands of the academy. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the postholder. In any event the Principal reserves the right to review and amend the job description.

The Job Description is a description of the job to be undertaken and performed to the satisfaction of the Principal by the postholder. It does not form part of the contract of employment.

Westbourne Academy 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 by observing the academy's Safeguarding policies and procedures.

## **Working Time:**

The job description allocates responsibilities and duties but does not allocate the particular amount of time to be spent carrying them out and no part of it can be so constructed. In allocating time to the performance of responsibilities and duties the post holder must be directed in accordance with the Academy Teachers' Pay and Conditions Document and the Academy's policies and procedures and the Academy's plan on the use of time

## **Employee Commitments:**

- The vision, values and key principles of the Trust
- Equality, Diversity and Inclusion
- In any way possible, in accordance with the role, support Students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- Support the inclusion agenda

## **Performance Management:**

Participation in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

## **Other**

All staff are part of the whole Trust team. All staff are required to support the values and ethos of our Trust and Trust priorities. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

Our Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

# 06. Person Specification

## Head of House

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> <li>An appropriate degree and other qualifications required for the award of QTS.</li> <li>Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>A postgraduate qualification in the subject to be taught, Maths is desirable but other specialisms will be considered.</li> <li>A postgraduate qualification in the teaching of the subject.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Teaching the subject in a secondary school across the 11-16 age range.</li> <li>Assessing students for a variety of purposes using appropriate strategies.</li> <li>Working with whole-school behaviour systems.</li> <li>Supporting students in the subject with a SEND or EAL need.</li> </ul>	<ul style="list-style-type: none"> <li>Being a form tutor and supporting the wider personal development of students.</li> <li>Examining the subject for an appropriate exam board.</li> <li>Mentoring trainees and early-career teachers.</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>Applicants should have knowledge and understanding of:                             <ul style="list-style-type: none"> <li>The subject taught, to undergraduate degree level or an equivalent standard.</li> <li>Different approaches to teaching the subject and the strengths and weaknesses of these.</li> <li>The wider role of a teacher in the personal development of students, including the main responsibilities of a form tutor.</li> <li>The statutory requirements concerning Equal Opportunities, Health &amp; Safety, SEND and Child Protection.</li> </ul> </li> </ul>	<p>Applicants may be strengthened by knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>Different curriculum models in the subject(s) and the strengths and weaknesses of these.</li> <li>Forms of assessment commonly used in the subject(s), including in public examinations.</li> <li>Opportunities for teacher development in the subjects.</li> </ul>
Other	<p>Applicants should have the ability to:</p> <ul style="list-style-type: none"> <li>Express themselves clearly in written and spoken English.</li> <li>Manage student behaviour in line with a academy policy.</li> <li>Build and maintain effective working relationships with colleagues, students, parents and the wider community.</li> <li>Organise working time effectively to ensure that all requirements of the post are met punctually and to a high standard.</li> </ul>	<p>Applicants may be strengthened by the ability to:</p> <ul style="list-style-type: none"> <li>Offer extra-curricular and other enrichment activities for pupils.</li> <li>Use appropriate software and digital platforms to create and share curriculum, teaching and assessment resources.</li> </ul>

# 07. How to Apply

## Head of House

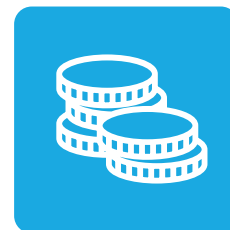


### Status:

Permanent  
Full Time

### Salary:

M1 – UPS3, £30,000 to £46,525 (actual) per annum  
TLR 2, £7,847 per annum



### Closing Date:

Monday 01 July 2024, 09:00am

### Start Date:

01 September 2024



### Interviews:

To be confirmed





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