



Tyne Coast Academy Trust

Head Teacher of Monkwearmouth Academy

Recruitment Pack





Dear Applicant

Thank you for your interest in the position of Headteacher at Monkwearmouth Academy. This is an exciting time to join Monkwearmouth Academy, as we continue to strive to become a school where every child achieves their full potential and that our community are proud of.

Leaders at all levels are determined to ensure Monkwearmouth becomes one of the top performing schools in Sunderland and the Academy is on a strong trajectory to achieving this ambitious vision. There is a commitment to ensure the 'Believe, Achieve, Succeed' motto becomes a way of life for all learners and to ensure this exceptional community has a school to be proud of.

The Academy became part of Tyne Coast Academy Trust (TCAT) as a fresh start school in September 2019. Since then, the Trust has invested over £6m in the estate bringing its building, learning environment and IT infrastructure up to date with exciting plans to re-open the onsite swimming pool this term. Attainment is rising with early indications that all headline measures have improved again in 2023 and attendance has recovered well since the pandemic.

The Trust has a strong board and a very experienced and supportive executive team. This is an exciting time to join Monkwearmouth Academy and Tyne Coast Academy Trust. We are looking for the best as our staff and students deserve the best.

At the heart of Monkwearmouth Academy is its talented and dedicated staff. They are its most valuable asset and they uphold ambitious educational standards which prepare all students for the next phase in their education and life and provide care, guidance, and support in a learning environment characterised by high standards of behaviour and mutual respect. As Headteacher you would be seen as the lead professional amongst this staff team and must model these key attributes as you strive to secure ongoing success.

Tyne Coast Academy Trust is currently made up of five schools, three primary schools, two secondary schools and a UTC. The trust also benefits from being in the unique position of being sponsored by Tyne Coast College, a world class college with a reputation for excellence. The vision of the trust is to be an outstanding MAT, providing the best education, training and outcomes. The trust has strong values as an employer and trust's strategic aims are to:





- Deliver the highest quality of education for all students;
- Work effectively to improve standards across all schools, leading to improving outcomes for all;
- Develop strong, inclusive and challenging governance that works in partnership with the communities we serve, employers and other agencies;
- Be financially sound and use resources effectively; to provide outstanding value for money and create high-quality learning environments; and
- Ensure all staff – teaching and non-teaching – are skilled, committed and have access to high quality professional development.

We can offer a MAT environment that values Headteacher professionalism and delegates to them the responsibilities for their children and young people's education and pastoral care whilst also providing a collaborative and developmental relationship with other leaders across our family of schools and central team.

We are committed to investing in our staff and you will receive a supportive induction programme and have access to high quality CPD. You will also receive strong, consistent support from dedicated staff, loyal parents and students, together with a committed central trust team, governors and trustees. You will also have the opportunity to work with Trust Headteachers, the central team and impact on how the Trust develops over the coming years as part of a strategically developed growth plan to increase the size of the MAT which will provide excellent career development opportunities.

You can find a job description, person specification and further information on the Trust at <https://www.tynecoastacademytrust.co.uk/join-our-team-current-vacancies/>

Our Acting Chief Executive would be happy to speak to you about the post and would welcome a visit to the academy, to arrange this please contact Lindsay Winter by emailing lindsay.winter@mwa.tynecoast.academy who will make the necessary arrangements





We look forward to receiving your application by 12pm on Monday 9 October 2023. Please use the application form provided. In addition, please write a letter of application indicating how your experience to date has prepared you for this role. Please send your completed application form and covering letter by email to dayna.hancock@tynecoast.academy

Yours Faithfully,

A handwritten signature in blue ink that reads "Mike Collier".

Mr Mike Collier
Acting Chief Executive (Tyne Coast Academy Trust)

A handwritten signature in blue ink that reads "Les Watson".

Mr Les Watson
Chair of Trustees (Tyne Coast Academy Trust)





Tyne Coast Academy Trust

Tyne Coast Academy Trust is an outward facing Trust with a new and exciting partnership with the Gorse Academies Trust (TGAT), one of the highest performing Trusts in the country to support us to accelerate our trajectory of improvement. We are currently made up of five schools, two primary schools, two secondary schools and a UTC. The Trust also benefits from being in the unique position of being sponsored by Tyne Coast College, a world class college with a reputation for excellence.

Our Vision

To be an outstanding MAT, providing the best education, training and outcomes for all of our students.

Our Mission

To ensure we achieve our vision; thereby meeting the needs and aspirations of all of our students and making them able to meet the challenges of the future.

Our Values

In achieving our vision, we will continually demonstrate the following core values:

- To celebrate diversity in all its forms
- To always act with integrity and fairness
- To be inclusive in our approach to learning

These values will be underpinned by the following principles:

- To examine the environmental consequences impact of all we do.
- To be excellent in all that we do.
- To developing strong relationships with all of our pupils, listen actively to their views and never give up on them.
- Value and respect the professionalism, commitment, and excellence of all our staff and volunteers.
- To embed all we do in the local community.
- To make a significant positive impact on the local, regional and national economy





Strategic Aims

In achieving our vision our strategic aims are to:

- Deliver the highest quality of education for all students.
- Work effectively to improve standards across all schools, leading to improving outcomes for all.
- Develop strong, inclusive and challenging governance that works in partnership with the communities we serve, employers and other agencies.
- Be financially sound and use resources efficiently; to provide outstanding value for money and create high-quality learning environments.
- Ensure all staff – teaching and non-teaching – are skilled, committed and have access to high quality professional development.





The Application Process

Thank you for your interest in joining Tyne Coast Academy Trust as Headteacher at Monkwearmouth Academy.

The job advert, job description and personal specification have been provided to decide whether you wish to apply for the position. Please take the time to match your skills, experience and career aspirations against this information when applying for the post.

The Application Form

It is important that you complete all sections of the application form and that you provide full and accurate information. Please note, CVs will not be accepted.

All applications must be returned by the closing date. Late applications will not be considered.

After the closing date all applications will be examined, and shortlisting will take place. You will be notified by email if your application has been successful, and you will be invited to attend an interview. Details of the interview, and any required tasks that you will need to prepare for, will also be sent to you. At this point references will be sought if permission has been given.

On the day of the interview, you will be asked to bring various forms of identification and original certification as declared on your application.

Post Interview

You will be contacted to advise if you have been successful or unsuccessful. If you are the successful candidate you will be made a conditional verbal offer of employment, which will be followed up with a written conditional offer of employment.

Once all clearances are in place a start date will be confirmed and followed up with a final offer letter and statement of particulars.





Further Information

For further information please contact Dayna Hancock, HR Administration Assistant at dayna.hancock@tynecoast.academy

Tyne Coast Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate pre-employment checks including an enhanced DBS with barred list check. The Trust will also undertake an online search of publicly available information on all candidates who are shortlisted for an interview.





Monkwearmouth Academy

Leaders at all levels are determined to ensure Monkwearmouth becomes one of the top performing schools in Sunderland and the Academy is on a strong trajectory to achieving this ambitious vision. There is a commitment to ensure the 'Believe, Achieve, Succeed' motto becomes a way of life for all learners and to ensure this exceptional community has a school to be proud of. The Academy became part of Tyne Coast Academy Trust (TCAT) as a fresh start school in September 2019. Since then, the Trust has invested over £6m in the estate bringing its building, learning environment and IT infrastructure up to date with exciting plans to re-open the onsite swimming pool this term. Attainment is rising with early indications that all headline measures have improved again in 2023 and attendance has recovered well since the pandemic. A new and exciting partnership with one of the highest performing trusts in the country has been initiated by the DfE to help accelerate further the trajectory of improvement. The Gorse Academies Trust (TGAT) provides support, challenge and expertise and already further improvements are evident. The Trust has a strong board and a very experienced and supportive executive team. This is an exciting time to join Monkwearmouth Academy and Tyne Coast Academy Trust. We are looking for the best as our staff and students deserve the best.

Headteacher L26 – L32 £81,927 - £94,898 per annum (Starting Salary dependent upon experience)

Tyne Coast Academy Trust is seeking to appoint an inspirational, highly motivated, visible leader with the ability to drive change and a commitment to ensuring the school community has an excellent secondary school that meets its students' needs and raises their aspirations. As Headteacher, you will be empowered to lead Monkwearmouth to a bright future whilst fostering its own unique identity. You should place students first in every decision you make and have the confidence and capacity to drive an ambitious education agenda which has school improvement at its core.





An experienced professional, you will possess a vision for success, have humility, integrity and loyalty and believe that every young person deserves the very best education.

Monkwearmouth Academy needs an experienced, highly aspirational, passionate and strong leader who is able to demonstrate strategic leadership, coupled with excellent people management skills who will build on what is currently good and ensure the school continues to improve by embracing opportunities and challenges. A proven track record of achieving success and raising standards as a leader with a commitment to the highest quality of education, strength to hold staff to account and an attitude that will engage students, staff and the wider community are all essential.

We can offer a MAT environment that values Headteacher professionalism and delegates to them the responsibilities for their children and young people's education and pastoral care whilst also providing a collaborative and developmental relationship with other leaders across our family of schools and central team.

We are committed to investing in our staff and you will receive a supportive induction programme and have access to high quality CPD. You will receive strong, consistent support from dedicated staff, loyal parents and students, together with a committed central trust team, governors and trustees. In addition, you will have the opportunity to work with Trust Headteachers, the central team and impact on how the Trust develops over the coming years as part of a strategically developed growth plan to increase the size of the MAT which will provide excellent career development opportunities.

Potential candidates are invited to contact Lindsay Winter, by emailing Lindsay.winter@mwa.tynecoast.academy to arrange a suitable time to discuss the post with our Acting Chief Executive, Mike Collier and/or to arrange a visit to the academy.





The deadline for applications is 12 noon on Monday 9 October 2023. Please return your completed application form to Dayna Hancock, HR Administration Assistant by emailing dayna.hancock@tynecoast.academy

Monkwearmouth Academy and Tyne Coast Academy Trust are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks including an enhanced DBS with barred list check.

In accordance with Keeping Children Safe in Education 2023, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the interview process.

We are proud to be a Disability Confident employer and guarantee an interview to anyone who discloses a disability where their application meets the minimum criteria for the post.

Application packs and further information can be found on the Tyne Coast Academy Trust website <https://www.tynecoastacademytrust.co.uk/join-our-team-current-vacancies/> or by contacting Dayna Hancock, HR Administration Assistant at dayna.hancock@tynecoast.academy





JOB DESCRIPTION

JOB DETAILS

Job Title: Head Teacher – Monkwearmouth Academy

Pay Scale: L26-32

This job description may be amended at any appropriate time following consultation between the Head Teacher and CEO of Tyne Coast Academy Trust. It will be reviewed annually and performance management objectives agreed.

JOB PURPOSE

Provide strategic leadership of the academy, promoting the vision to build success and provide high quality education.

Establish and sustain the academy's ethos and strategic direction in partnership with the strategic leadership team of the trust, Local Governing Body, Academy Trust and in consultation with the school community.

To align with the vision and values of Tyne Coast Academy Trust.

Welcome strong governance, working with the Local Governing Body to ensure growth and improvement in all areas of the school's work.

Manage the curriculum and its assessment to ensure a high quality, innovative, effective and efficient curriculum offer. Putting students at the heart of everything that we do.

Develop and ensure the effective implementation and evaluation of clear evidence informed improvement plans and policies for the academy which are realistic, timely, appropriately sequenced and suited to the context of the academy and lead to sustained school improvement over time.





Secure and sustain effective teaching and learning across the academy.

As budget holder, work with the academy trust finance team to ensure the academy's financial and human resources are well managed to ensure effectiveness and efficiency in line with achieving educational goals.

To have overall responsibility for the school site and its accommodation ensuring health and safety requirements are met at all times.

To have overall responsibility for leading all areas of safeguarding and promoting the welfare of children and young people.

The Head Teacher shall carry out the duties of a Head Teacher as set out in the School Teacher's Pay and Conditions Document.

KEY RESULT AREAS

1. Share, communicate and contribute to the academy's vision, mission and values and develop the academy's offer to drive the culture and performance to achieve excellence.
2. Ensure that the academy's curriculum is delivered in the most cost-effective manner under the terms of the prevailing funding methodology and guidance.
3. Lead innovation and new development across the curriculum to ensure that it is broad, structured and coherent setting out the knowledge, skills and values that will be taught to enable the academy to meet the current and future demands of all our students.
4. Ensure valid, reliable and proportionate approaches are used when assessing student's knowledge and understanding of the curriculum.
5. Establish and sustain high quality expert teaching across all subjects which is based on evidence informed understanding of teaching and how students learn.





6. Accountable for continuous improvements in progress and achievement rates for students.
7. Ensure the academy offer, especially for KS4 children, meets their specific needs leading to constantly improving outcomes for all groups of students including those with additional and special educational needs.
8. Establish and sustain high expectations of behaviour for all students built on relationships, rules and routines which are understood clearly by all staff and students.
9. Contribute to strategies, plans and opportunities across Tyne Coast Academy Trust.
10. Lead the wider leadership team, securing rapid improvement in all areas of the school.
11. Provide leadership which will inspire, motivate, challenge and support all staff employed by the school ensuring a culture of high staff professionalism.
12. Establish, set and share high expectations of all staff and students in all aspects of the school.
13. Accountable for budget management as the budget holder, driving efficiencies while maintaining a wide curriculum offer and ensuring probity in the use of public funds.
14. Improve and develop the performance culture of the academy.
15. Ensure monitoring systems have impact and support the continuing improvement of all aspects of the quality of education in the academy.
16. Create strong relationships with feeder and local schools. Form a seamless transition offer leading to strong progress as soon as children join the academy.





17. Work in association with the wider leadership team, trust leaders and governors to build and sustain constructive relationships beyond the academy working in partnership with parents, carers and the local community.

18. Line manage appropriate staff through academy appraisal tools to ensure high expectations and academic standards are achieved.

19. Ensure the protection and safety of all students and staff through effective approaches to safeguarding and promoting the welfare of all children.

20. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

21. Ensure compliance with academy requirements, policies, systems and procedures throughout the academy, ensuring that accurate and up-to-date records and documentation are kept and held and available for internal and external audit, review and to inform report writing.

22. To carry out additional responsibilities as requested by Senior trust staff.

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of Monkwearmouth Academy and Tyne Coast Academy Trust, it must be accepted that, as work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.





EQUALITY AND DIVERSITY

Tyne Coast Academy Trust is committed to equality and diversity for all members of society. The trust will take action to discharge this responsibility but many of the actions will rely on individual staff members at the academy embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the academy trust's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the trust with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the academy trust can improve its practice on Equality and Diversity, please contact the Deputy Chief Executive.

HEALTH AND SAFETY

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with the academy trust on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to the academy and safety policies in respect to their specific duties and responsibilities.

LEARNING & DEVELOPMENT

All staff are required to participate fully in the academy trust Learning & Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS

The academy trust is committed to safeguarding and the prevent duty. Ensuring safeguarding arrangements to protect children, young people and vulnerable groups meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism. The academy trust expects all staff and volunteers to share this commitment.





Person Specification

Area	Criteria Essential/ Desirable	Attribute	Stage Identified at
Qualifications and Education	E	Recognised Teaching qualification	A/C
	E	Evidence of commitment to continuous professional development	A/C
	D	National Professional Qualification for Headship	A/C
Experience and Knowledge	E	Substantial and successful experience of leadership and management in schools	A/I/R
	E	Evidence of managing and making a substantial contribution to the effective management of change	A/I/R
	E	Experience of successfully leading and managing a team, with the ability to hold others to account	A/I/R
	E	To have taken an active involvement in school self-evaluation, improvement and developing planning	A/I/R
	E	Ability to effectively use data, assessment and target setting to raise standards/address weaknesses	A/I/R
	E	Evidence of successful implementation of strategies to improve teaching and learning to raise the standards of achievement for all students	A/I/R
	E	Understanding of school finances, budget management, health and safety and estates management	A/I/R



Experience and Knowledge	E	Experience of partnership, working with parents and the wider community, including external agencies	A/I/R
	E	Understand the role of an Academy Trust	A/I/R
	D	Experience of working in or leading a school through rapid improvement with significant improvement in outcomes	A/I/R
	D	Successful experience of Headship in a secondary School.	A/I/R
Skills	E	Ability to provide leadership and management in a school wide setting	A/I/R
	E	Ability to set appropriate targets for school improvement and to establish, Monitor and evaluate an action plan in relation to those targets	A/I/R
	E	High order communication and interpersonal skills with the ability to communicate a vision and inspire others	A/I/R
	E	Ability to accurately assess the quality of teaching and learning across the whole school	A/I/R
	E	Successful record of developing colleagues through effective professional development linked to appraisal	A/I/R
	E	Ability to develop and implement the school vision and values, and promote inclusivity and diversity within a framework of British Values	A/I/R



Skills	E	To work to high professional standards, strategically and operationally, leading by example and holding all staff to account for their professional conduct and practice.	A/I/R
	E	To be able to lead and manage change in all areas of the school's work	A/I/R
Personal Attributes	E	An ability to lead and manage others	A/I/R
	E	A commitment to demand and achieve ambitious standards for students through setting challenging goals and targets	A/I/R
	E	A commitment to work with Tyne Coast Academy Trust, Trustees and the Local Governing Body to set school strategy and enable effective governance	A/I/R
	E	A commitment to maintaining confidentiality at all times	A/I/R
	E	A commitment to leading the safeguarding of all students and promoting the welfare of children and young people	A/I/R

Other Requirements

Application forms should be clear and concise, should be complete in full and should include a personal statement to address the criteria as identified in the personal specification.

Covering letter should be no more than one side of A4.

