



Sycamore Academy  
A L.E.A.D. Academy



# Candidate Information Pack

## Deputy Headteacher

### Sycamore Academy



# Welcome from the Headteacher



As Headteacher of Sycamore Academy, I am proud to welcome you to a school where our motto, "Learning and Caring Together," shines through every aspect of our community. We nurture enthusiasm and a thirst for knowledge, working closely with families to support each child's individual needs and ensure exemplary outcomes.

We embrace change, tackle challenges head-on, and equip our pupils with the skills to become confident, empathetic, and respectful members of society. At Sycamore, we aim to develop autonomous, well-rounded individuals prepared to excel in learning and life.

A Sycamore child knows right from wrong, takes pride in their achievements, celebrates others' successes, and strives to overcome barriers with determination and resilience.



**Mrs Thorne, Headteacher**

## Deputy Headteacher vacancy

We have a fantastic opportunity to join our academy and play an important role in our continuous drive for success following the promotion of our previous deputy headteacher to a headship within the Trust.

This role offers the chance to work with an exceptional team in our ambitious and forward-thinking academy, located in the heart of our thriving and supportive community.

We are seeking an inspiring, driven and dedicated professional to contribute wholeheartedly to the direction of the academy.

Applicants should have the ability to deliver exceptionally high quality teaching and learning, with a genuine passion and desire to have a significant impact on pupil achievement and enjoyment.

Our vision is to ensure that our children and prepared for the challenges, changes and innovations of the 21st century. We believe that our children deserve the very best educational experiences and should be valued for who they are.





## We are specifically looking for a candidate who:

- has an exceptional knowledge and understanding of what constitutes an outstanding quality of education and curriculum development
- can lead and motivate staff to achieve excellence in their teaching practices
- will actively contribute to the continued development of our dedicated and professional staff team
- champions inclusion and diversity, ensuring that all pupils, regardless of their background, have access to high-quality education
- will support the wider leadership team in the development of strategies to support pupils with additional needs, including SEN, EAL, and those from disadvantaged backgrounds
- has a proven track record of securing outstanding pupil outcomes
- will demonstrate strong career aspirations with an appetite for working in an exciting learning environment
- is a strong communicator who builds relationships with staff, pupils and the community
- can demonstrate a proven track record of leadership in a school setting
- has proven experience across KS2.

This is a wonderful opportunity to work in a forward-thinking, supportive environment and contribute to the ongoing success of our academy.

## About Sycamore Academy

Sycamore is a culturally diverse inner-city two-form entry primary with a nursery that includes 2-year-old provision. We have extensive grounds which support us providing pupils with an excellent curriculum.

Join a dedicated team of education professionals and support staff committed to improving outcomes for all of our children. We work closely with our local community who are truly engaged in life at Sycamore Academy, resulting in increased pupil numbers and high regard within the community.

We benefit immensely from being a member of a very forward looking and inclusive L.E.A.D. Academy Trust which enables us to collaborate with other academies within the Trust, share experiences and best practice. We also benefit from professional developmental training through L.E.A.D. Teaching School.

As part of L.E.A.D. Academy Trust, we are committed to providing the highest quality education, enabling every pupil to reach their full potential.



# Benefits of being part of the Trust



## Annual leave



Teachers enjoy up to 13 weeks annual leave during school holidays. This is in addition to any bank holidays or statutory holidays.

Support staff benefit from an enhanced holiday allowance, starting at 26 days up to a maximum of 36 days, pro-rata for term time only staff. The allowance is dependent on the role and amount of service increasing after 5 and 10 years service.



## Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



## Pension scheme

Teacher's Pension Scheme or LGPS, with generous minimum employer contribution of 17.4% plus life cover.



## Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



## Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



## CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



## Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



## Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



## Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



## Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



## Access to discounts

Exclusive discounts and cashback on travel shopping, insurance and utilities through the Blue Light Card, Discounts for Teachers and Teacher Perks.



## Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.

Further information about our benefits can be found on the Trust website



## Deputy Headteacher

Location:	Sycamore Academy, Abbotsford Drive, St Ann's, Nottingham NG3 4QP
Salary:	L10-L14
Closing date:	Friday 2nd May 2025
Interview date:	Week commencing Monday 5th May 2025
Start date:	September 2025

**This will be a strategic role to work closely with the Headteacher and Senior Leadership Team (SLT).**

### **Main Responsibilities:**

#### **Strategic direction and development of the school**

- In partnership with the Headteacher, provide inspiring, creative and purposeful leadership for the staff and pupils/students.
- To work in partnership with the Trust, the governing body, Headteacher, staff and parents, generating the ethos and values which will underpin the academy.
- To co-create and implement a Development Plan which will secure continuous academy improvement and support the principles of LEAD Trust.
- To keep up to date with current research into education, particularly teaching and learning and to contribute this academy improvement planning.
- To monitor and evaluate the performance of selected areas of the academy and respond and report to the Headteacher and the governing body as required.
- To support the Headteacher in ensuring that the management, finances, resources and administration of the academy supports its vision and aims and maximises value for all pupils/students.
- To lead on developing selected policies and practices and ensure that they take account of national, local and academy requirements and apply sound educational practice through evidence based pedagogy.
- To regularly monitor, evaluate and review the impact of selected policies, priorities and targets and take action if necessary.
- To inspire all those involved in the academy to commit to its aims, stay motivated to achieve them and involved in meeting long, medium and short term objectives to secure the educational success of the academy.

#### **Teaching and learning**

- In partnership with the Headteacher, continue to maintain an environment that promotes and secures outstanding teaching, effective learning and high standards of achievement, behaviour and attendance.
- Determine, organise, implement and monitor selected areas of the curriculum and its assessment and ensure that statutory requirements are met.
- Meticulously plan and teach engaging and challenging lessons to exemplify high standards of teaching and learning

# Job Description



- Ensure that pupils/students develop study skills in order to learn more effectively and with increasing independence.
- Support the Headteacher in determining, organising and implementing a policy for the personal, social and moral development of pupils/students.
- Monitor and evaluate the quality of teaching and learning and achievement of all pupils/students through appropriate methods.
- Support the Headteacher in determining, implementing and monitoring policies which ensure inclusion, diversity and equality of access.

## **Leading and managing staff**

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Support the Headteacher to implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.
- Promote and monitor the continuing professional development of staff.
- Hold selected staff to account for their professional conduct and practice, both contractually and where relevant as specified in the Terms and Conditions of Service of teachers.
- Efficient and effective deployment of staff and resources
- Support the Headteacher to recruit, retain, deploy and develop staff of the highest quality.
- Monitor appropriate expenditure, allocation of funds/resources and effective administration for selected areas of responsibility in order to improve the quality of education, pupils' achievements and ensure efficiency and secure value for money.

## **Accountability**

- In partnership with the Headteacher, continue to develop an organisation in which all staff recognise that they are accountable for the success of the academy.
- Present a coherent and accurate account of the school's performance in selected areas in a form appropriate to the range of audiences, including the Headteacher, governors, parents, OFSTED and others to enable them to play their part effectively.
- Ensure that parents/carers and pupils/students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.

# Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Qualifications and Attainments	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Experience of school leadership within the primary phase</li> <li>• Evidence of continued, relevant professional development related to whole school leadership</li> </ul>	<ul style="list-style-type: none"> <li>• NPQSL/NPQML or equivalent</li> </ul>

Skills and Knowledge	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>• In depth knowledge of statutory education frameworks</li> <li>• Evidence of substantial, recent and successful senior leadership experience</li> <li>• Evidence of the ability to hold staff to account in the pursuit of improving standards</li> <li>• Experience of the appraisal process</li> <li>• Effective strategies for promoting student welfare</li> <li>• Confident use of ICT communication skills</li> <li>• Knowledge and understanding of data analysis and the ability to use data to set targets for improvement</li> <li>• Experience in whole school self-evaluation</li> <li>• Up to date knowledge &amp; understanding of the current national education agenda</li> <li>• The effective use of support structures and resources to aid student progress</li> <li>• Knowledge of child protection and safeguarding legislation</li> <li>• Strategies for ensuring inclusive practice across all areas of the curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

# Person specification



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Experience	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>• Significant experience with a record of excellent teaching</li> <li>• Recent experience of working successfully as a senior leader in a school</li> <li>• Proven track record of raising achievement</li> <li>• Evidence of impact beyond own area of responsibility</li> <li>• Experience of leading initiatives within the school</li> <li>• Demonstration of high expectations including leading by example as a teacher</li> <li>• Evidence of contributing to effective staff training, both on an individual and whole school level</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching in both key stage one and key stage two</li> <li>• Experience of leadership of SEND</li> </ul>

Personal Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>• Approachable, enthusiastic and creative</li> <li>• Leads by example, demonstrating integrity, resilience and clarity</li> <li>• Passionate about education</li> <li>• Ability to work under pressure, think creatively and to anticipate and solve problems</li> <li>• Commitment to the encouragement, empowerment and training of all staff</li> <li>• Deal sensitively with people and resolve conflicts</li> <li>• Demonstrate flexibility and an ability to adapt to changing circumstances and new ideas</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

Additional Requirements	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>• This role is subject to an enhanced DBS</li> <li>• May be required to travel to other Trust locations or third party services as part of the role</li> </ul>	<ul style="list-style-type: none"> <li>• Hold a driving licence and have access to own vehicle</li> </ul>





# How to apply

Closing date: Friday 2nd May 2025  
Interview date: Week commencing Monday 5th May 2025  
Contact email: [admin@sycamoreacademy.co.uk](mailto:admin@sycamoreacademy.co.uk)  
Contact number: 0115 915 5804

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to the email above.

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

## Visit us

We encourage all candidates to visit the school. Please contact Mel Rooney to make an appointment by emailing [admin@sycamoreacademy.co.uk](mailto:admin@sycamoreacademy.co.uk) .

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



# About the Trust

L.E.A.D. Academy Trust was established by Diana Owen, CBE in 2011 using her considerable experience as an executive headteacher, National Leader of Education, Primary Strategy Consultant Leader, coach and mentor.

The Trust comprises 24 primary and 3 secondary academies across the East Midlands. All academies strive to achieve the highest standards of behaviour and conduct while providing outstanding teaching and learning.

## Our values

The acronym L.E.A.D. embodies the four key principles at the heart of the Trust: strong leadership at every level; empowering everyone to aim high; providing the opportunity for all to achieve and constantly driving for improvement.



**Lead**



**Empower**



**Achieve**



**Drive**

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

*Diana Owen, CBE Trustee and Chief Executive of L.E.A.D. Academy Trust.*



**24**

Primary Academies



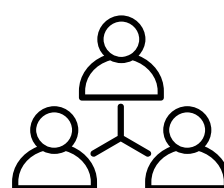
**03**

Secondary Academies



**05**

Geographical Regions



**11,500**

Pupils



**1,650**

Staff



**Sycamore Academy**  
A L.E.A.D. Academy

**Sycamore Academy**  
Abbotsford Drive  
St Anns  
Nottingham, NG3 4QP

0115 915 5804

