



Bishop Alexander Academy  
A L.E.A.D. Academy



# Candidate Information Pack

## Deputy Headteacher

### Bishop Alexander Academy





## Welcome from the Headteacher

I am proud to have been Headteacher of Bishop Alexander Academy for 10 years, working with remarkable pupils, dedicated staff, and supportive families. The people truly make this academy special.

Our pupils demonstrate enthusiasm, resilience, and care, embracing mistakes as opportunities to learn. They take pride in their school and play active roles as Subject Ambassadors, Lunchtime Leaders, and Active Citizens. We have a committed staff team who inspire and care for our pupils, supported by a strong Governing Body that values education and staff welfare.

I warmly encourage you to visit and experience our caring, yet challenging ethos in practice.

**Nicky Spencelayh, Headteacher**



## About Bishop Alexander Academy

We are a one-form entry academy with 220 pupils, which consists of a modern school building with extensive grounds. There is a diverse community, with 13 different home languages spoken and pupils come from a range of backgrounds. We are passionate about pupils being able to 'see' themselves in our curriculum, and we pride ourselves on our inclusive ethos.

Our curriculum follows a two-year cycle that is about our local community and Newark itself. We feel that the children need a sense of belonging and pride in where they live before they learn and appreciate the wider world. Our curriculum themes are carefully chosen and reflect the needs of our pupils.

We believe that our pupils deserve the best education possible, and this is only possible through talented and well-trained staff. We offer a wealth of CPD opportunities both within the academy and through L.E.A.D Teaching School Hub.

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.



## Deputy Headteacher

Location:	Bishop Alexander Academy, Wolsey Road, Newark, Nottinghamshire NG24 2BQ
Salary:	L8-12
Closing date:	Tuesday 20th May 2025
Interview date:	Thursday 22nd / Friday 23rd May 2025
Start date:	1st September 2025

A person appointed as a deputy or assistant headteacher in a school, in addition to carrying out the professional duties of a teacher other than a headteacher including those duties particularly assigned by the headteacher, must play a major role under the overall direction of the headteacher in:

- a) formulating the aims and objectives of the school;
- b) establishing the policies through which they are to be achieved;
- c) managing staff and resources to that end;
- d) monitoring progress towards their achievement; and undertake any professional duties of the headteacher reasonably delegated by the headteacher.

48.2. If the headteacher is absent from the school a deputy headteacher must undertake their professional duties to the extent required by the headteacher or the relevant body or, in the case of a foundation, voluntary aided or foundation special school, the governing body

*Taken from the Teachers' Pay and Conditions Document 2020 DfE*

### Job Purpose:

- To provide inspirational, creative and professional leadership and management for the academy.
- To place pupils/students at the heart of decision making and planning.
- To support the Headteacher in establishing high quality systems and policies in all areas of the academy's work.
- To support the Headteacher in establishing high quality education through effective leadership of teaching and learning.
- To support the Headteacher in establishing a culture that promotes excellence, equality and high expectations of all pupils.
- To ensure that strategic planning is informed by rigorous self-evaluation and that it continuously improves learning and pastoral outcomes.
- To ensure that the academy provides a safe and happy environment that promotes the welfare of children.
- To ensure there is an ethos of safeguarding and that all safeguarding and child protection policies are adhered to by a staff team that is confident to keep pupils safe.
- To take full responsibility for leading the school in the absence of the Headteacher

# Job Description



## Duties and 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
- 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.

# Job Description



## **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.

## **Influencing and Managing Relationships:**

- Senior Leadership Team within the Academy
- Director of Schools
- All teaching and support staff
- Parents and Carers
- Other third party organisations as required

## **Other Academy Specific Responsibilities**

To be confirmed/discussed at interview.

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title. This includes changes to National Teacher Standards and requirements of the professional role.

At L.E.A.D. we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

# 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



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).

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>• Leadership of a significant area or phase or inclusion including responsibility for raising standards across the whole 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> <li>• Understanding of learning with regard to stages of basic skills development of children</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching in more than one key stage</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 Information	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: Tuesday 20th May 2025  
Interview date: Thursday 22nd / Friday 23rd May 2025  
Contact email: [head@bishopalexanderacademy.co.uk](mailto:head@bishopalexanderacademy.co.uk)  
Contact number: [01636 680040](tel:01636680040)

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.

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



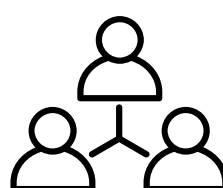
**03**

Secondary Academies



**05**

Geographical Regions



**11,500**

Pupils



**1,650**

Staff



**Bishop Alexander Academy**  
**A L.E.A.D. Academy**

**Bishop Alexander Academy**  
Wolsey Road  
Newark  
Nottinghamshire, NG24 2BQ

01636 680040

