

# Head of School

## The Canterbury Academy



The Canterbury Academy Trust  
Schools for all the Talents



# Trust Welcome

The Canterbury Multi-Academy Trust is a successful, popular and expanding organisation, dedicated to improving the life chances of young people and helping across our communities.

Across our 'Schools for All Talents', our staff are driven by our shared ethos and values. We push ourselves everyday to be courageous in our leadership and 'dare to be different;' never swaying from doing what is right for our students and for their futures.

We believe passionately that every young person is special and that everyone is good at something. Across our Trust we constantly challenge ourselves to discover those talents in young people and to nurture individual brilliance; recognising and celebrating each child for who they are.

By striving, every day, during term time and non-term time, to offer as much as possible, as often as possible, for as many as possible through our Trust's exceptional facilities; we believe that schools should exist to serve their students and their communities; not the other way around.

Through all of this, ultimately, we believe that if children are to take anything from education, it is that they leave us as happy, caring, confident individuals; comfortable with who they are, able to embrace everything that is great about themselves and excited about their next steps in life; whatever that may be and wherever those steps may take them.

I'm both immensely proud and privileged to work alongside such a dedicated, passionate team of colleagues, working tirelessly to ensure that the ambitions, dreams and aspirations of our students, become our own ambitions, dreams and aspirations for their futures too.

At the Canterbury Multi-Academy Trust, we believe that every employee matters. We listen, support and encourage our staff to be the very best that they can be and feel proud to play a part in making a difference to every student's journey.

Come and join our Trust, come and share our vision and come and help shape our students' lives.

Mr Jon Watson  
Chief Executive Officer

Take a look at what working at  
The Canterbury Multi-Academy Trust is like:

<https://youtu.be/qTHxBvV4oMg>



# Trust Overview

The Canterbury Multi-Academy Trust came into existence in October 2010 when schools judged by Ofsted to be 'outstanding' were allowed to convert to Academy status, benefit from greater freedoms and shape their futures.

Since then The Canterbury Multi-Academy Trust has grown. It now provides a variety of services 'to improve the life chances of children and to help in the community'. These include: City View Pre-School and Nurseries Ltd; a newly rebuilt and expanded two form of entry Canterbury Primary School; a Specialist Resourced Based Provision for primary ASD pupils; The Canterbury Academy, which has expanded to take an additional form of entry; a Specialist Resourced Based Provision for secondary Speech and Language students; The Cullum Centre, in partnership with The National Autistic Society; The Sixth Form, Enterprise and Employability Centre, which includes one of the largest Sixth Forms in Kent; The Canterbury Youth Commission, The Ashford Youth Commission, an area wide Inclusion and Engagement Service, and Professional Learning and Community Centre with café.

As part of The Concordia Learning Alliance, the Trust helps train the teachers of tomorrow, provides professional development and helps support future leaders across all schools in Kent.

Much of The Canterbury Multi-Academy Trust is located on The Canterbury Campus. The Canterbury Campus hosts a number of other providers and thus creates 'a wealth of opportunity' which means we can 'offer as much as possible, as often as possible, for as many as possible'.

We have a successful partnership with The Langton, which offers a grammar school stream in the school, co-operation in planning and delivering provision for students with ASD, A Level teaching and combined delivery of elite Post 16 sport. This enables us to offer a comprehensive education to the children and families of this area and provide a variety of pathways to success in academic study, sport, performing arts, practical learning and enterprise education.



*A VIEW OF CANTERBURY CATHEDRAL FROM THE PICTURESQUE HILLS OF KENT UNIVERSITY.*

The Canterbury Multi-Academy Trust's schools are successful, popular and expanding.



City View Pre-School and Nurseries will increase its number of places. Due to its location on our campus, children will benefit from a smooth transition to The Canterbury Primary School.

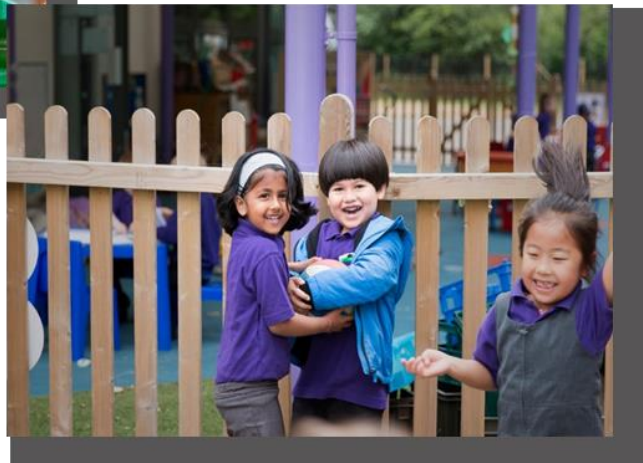


The Canterbury Primary School

The journey starts here



The Canterbury Primary School has been rebuilt to provide a modern state of the art facility which can admit over 420 pupils. Pupils at The Canterbury Primary School gain preferential entry to The Canterbury Academy.



## The Canterbury Academy

A School for all the Talents



Part of The Canterbury Academy Trust

The Canterbury Academy was one of the first all through federations to win recognition as an Advanced Extended School and as a High Performing Specialist School. The Canterbury Academy is an accredited International School. We have taken advantage of the freedoms offered by Academy status to shape our curriculum, our provision and our admission to develop a genuinely comprehensive school.



The Canterbury Academy has a variety of partners to enable gifted students to excel in sport. Its teams regularly compete, and win, county and national championships. Students have gone on to compete in the Olympics and gain professional sports contracts.

The Canterbury Academy works in partnership with The Royal Shakespeare Company and Kent School of Performing Arts to provide professional training for gifted performers. Students have gone on to act on stage, screen and TV.



**The Canterbury Academy offers a grammar school stream in partnership with The Langton. Pupils at the primary school can benefit from accelerated learning opportunities because of this link. The Canterbury Academy is so popular that it expanded to admit an additional form of entry in September 2017.**

## The Canterbury Academy Sixth Form

A Sixth Form for all the Talents



Part of The Canterbury Academy Trust

Students from The Canterbury Academy, and from many other local schools, progress into Sixth Form. The Sixth Form offers, in partnership with The Langton, the full range of A Levels. It is now one of the largest Sixth Forms in Kent and Medway.



The Sixth Form offers the full range of facilitating A Levels. It offers Level 3 BTEC qualifications. It offers Level 2 qualifications. It offers industry relevant qualifications as well as the opportunity to continue with Maths and English.

The Sixth Form also attracts students specifically into the sports and performing arts academies.



# Vacancy: Head of School

## The Canterbury Academy

We are looking for an enthusiastic, dedicated and ambitious Head of School to fulfil a truly exciting leadership role within our established, successful and financially sound Academy Trust.

This is a wonderful opportunity for an experienced senior leader to join a popular Academy with an established staff body, and to take it to its next stage of growth development.

The Canterbury Multi-Academy Trust promotes and combines management freedom for senior leaders with secure central support, in order to achieve effective collaboration for success.

As a Trust, we recognise the need to drive standards and to reflect and adapt according to the changing world we live in. We would like a leader who has a genuine interest in the needs of their school community.

The successful candidate will lead The Canterbury Academy, playing a significant and key part in accelerating the ongoing development of the school into an outstanding provider of education.

We will expect the Head of School to support the further development of a positive culture and ethos, where every child matters and is supported every step of the way.

Our successful candidate will be a talented and highly motivated leader, with the drive and commitment to excel, along with the strong interpersonal skills required to communicate professionally and positively with a wide range of stakeholders.

You will be joining a supportive, committed and passionate team, who work hard to ensure that all of our students achieve their individual and full potential. We are looking for an experienced professional, who can demonstrate strategic leadership and excellent management, and a proven track record of success in raising standards.

This is an exciting time to be joining our leadership team. The Head of School will play a key role in continuing to shape the strategic vision for the Canterbury Academy, reporting directly to the CEO of the Trust. The successful applicant will be a key member of the senior leadership and will have significant autonomy in leading The Canterbury Academy.

This post provides an outstanding career opportunity, to be part of driving the Trust and this school forward, and to play a critical role in the next phase of its development.

**If you think you would thrive in this environment then we want to meet you.**

# Application Process

We are, of course, seeking to appoint the best possible candidate and therefore the application process will undertake all necessary measures to achieve this.

Visits to the school are encouraged. To arrange a visit and/or to speak with our CEO, please contact Mrs Clare Dicks – Trust HR Manager by email at [CDicks@canterbury.kent.sch.uk](mailto:CDicks@canterbury.kent.sch.uk) or by phone on (01227) 463971 ext. 323

When ready to apply, suitable and interested candidates are invited to complete an online application, detailing why they are suitable for the role.

If you have any queries on any aspect of the application process or need additional information, please contact: Mrs Clare Dicks – Trust HR Manager.

The Canterbury Multi-Academy Trust is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

## Key Dates:

- Closing date for applications:  
**5pm on Tuesday 18<sup>th</sup> April, 2023**
- Interview and assessments activities:  
**Wednesday 26<sup>th</sup> April, 2023 and Thursday 27<sup>th</sup> April, 2023**





# Job Description and Personal Specification

<b>Job Role:</b>	Head of School
<b>Reporting to:</b>	CEO, The Canterbury Multi-Academy Trust
<b>Salary:</b>	Academy Leadership Range AL22 – AL26 (Guide £74,280 - £81,923) Negotiable

## Purpose of Role:

To assist the CEO and Trust team in the development of the School within the Multi-Academy Trust, creating a climate of learning where expectations are high, clearly communicated and consistently reinforced to ensure we continue to be a school for all the talents.

## Key Responsibilities Strategic:

- Support the CEO and Trust team in developing and communicating a clear strategic vision to continue to move the school forward.
- Have a deep understanding of education theory. We aim to personalise education through innovative approaches to learning, support, experience and leadership.
- Have an 'eye' for standards. Implement accurate performance indicators for students and staff and hold everyone accountable for them.
- Have up to date understanding of Ofsted requirements and ensure the effective and rigorous self-review framework is embedded within the Academy.
- Lead on designated sections of the Academy appraisal system.
- Support the development of effective, high performing teams across the Academy through the delivery of training and through coaching.
- Encourage pupils' engagement with the education process by supporting behaviour for learning.
- Oversee analysis of behaviour and attendance data and action plan accordingly.
- Oversee the quality of learning and teaching through regular reviews within the Academy.
- Lead by example with integrity, creativity, resilience and clarity, demonstrating optimistic personal behaviour, positive relationships and attitudes towards students, staff, parents and Governors.
- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels.
- Maximise the contribution of staff to continually improve the quality of education provided and standards achieved.
- Create and maintain good working relationships among all members of the Academy and Trust community.
- Promote the Academy and Trust ethos in which the highest achievements are expected from all members of the community.

- Recruit and retain staff of the highest quality.
- Work with colleagues to deploy all staff effectively in order to improve the quality of education provided.

### Personal Specification

- An outstanding classroom practitioner.
- Proven record of significant senior leadership achievement at Deputy/Assistant Head level or equivalent.
- Proven leadership in strategic management, resource management and development planning, with a solution-focussed approach to problem solving.
- Proven leadership in curriculum, assessment and raising standards.
- Record of successful establishment of links with the local community.
- Successful experience of promoting equal opportunities, inclusion and appropriate strategies for children with special educational needs.
- Experience of developing student and parental involvement in schools.
- Experience of child safeguarding issues and successful use of measures that promote and ensure the safeguarding of young people.
- Experience of using performance management processes successfully to contribute to school improvement.
- Experience of leading in challenging circumstances and a positive attitude towards change.
- Sustained record of professional development.
- NPQH desirable and a sustained record of leadership & management qualifications/professional development essential.
- In-depth knowledge and understanding of current educational priorities.
- Strong understanding of the Ofsted framework.
- Experience of working with Governors.
- Proven use of a range of leadership styles as required.
- Well-developed interpersonal and communication skills (including written and oral presentation), alongside strong coaching and mentoring experience.
- Presence, drive and a passion to raise standards for all in the pursuit of excellence.
- Ability to both lead and be a member of a team.
- Energetic, resilient, empathetic, with an ability to remain calm and focussed under pressure, retaining a sense of proportion and humour.

### Appraisal

- To take responsibility for their own professional development and the appraisal process.
- To maintain a professional portfolio.

## Continued professional development

- To identify areas for further development and engage fully in the CPD programme of The Canterbury Multi-Academy Trust.

## **HEALTH & SAFETY RESPONSIBILITIES:**

To abide by the Multi-Academy Trust Health & Safety Policy and to implement that policy with regard to the general duties placed upon every one engaged on the Campus, ensuring compliance to campus regulations, Health & Safety regulations and fire regulations.

To partake in any Health & Safety training relevant to the job role.

## **SAFEGUARDING:**

All appointments are subject to you obtaining a current enhanced disclosure, showing that the information revealed does not prevent or make you unsuitable to work with children as determined by the CEO and/or Chair of Governors. A satisfactory DBS disclosure must be presented to the school before your employment can commence.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Appraisal Process.



# What we can offer:

The Canterbury Multi-Academy Trust offers a wide range of incentives to staff which is why it is a great place to work:

- Central Support Services (based at The Canterbury Campus):
  - Human Resources Team.
  - Finance Team.
  - ICT Team.
  - Estates Management.
- Staff Wellbeing Programme.
- Free staff lunch, tea and coffee, as well as an onsite coffee shop, Hat Hats, with staff discount.
- Reduced staff membership fees for Lifestyle Fitness Gym, located on campus.
- Preferential nursery places, and term-time only fees, located on campus.
- Comprehensive induction and probationary period.
- Talent management, succession planning and greenhousing strategies in place across all teams.
- Staff surveys and voicing on a range of areas, including CPD staff can offer or would like, as well as regular audits to explore opportunities to work across other teams within the Trust.
- Flexible working patterns and arrangements, both in teams and on an individual basis, using rotas to support this as appropriate.
- Discretionary days in holiday periods.
- Supportive approach to absence requests.
- Positive and supportive approach to CPD.
- Use of PPA time.
- Opportunities to teach twilight lessons and have flex time on timetables.
- Protected leadership time timetabled,
- Protected time given to ECT's (including an additional allocation to national guidance on protected time).
- MAT (Multi-Academy Trust) time on Trust leadership timetables.
- Use of a leadership diary to support flexible working.
- Buddying between individuals and teams.
- Use of Occupational Health.
- Use of support programmes.
- Use of Phased return programmes.
- Range of counselling services.
- Use of Exit interviews to inform future planning and improvements.
- Rewards for staff regularly through the academic year.
- Planned events for staff throughout the year.



The Canterbury Primary School  
The journey starts here



The Canterbury Academy  
A School for all the Talents



The Canterbury Academy Sixth Form  
A Sixth Form for all the Talents



City and Coastal  
College

Providing Opportunities



The Canterbury Academy Trust

Knight Avenue, Canterbury, Kent CT2 8QA

Telephone: 01227 463971

Email: [recruitment@canterbury.kent.sch.uk](mailto:recruitment@canterbury.kent.sch.uk)

Website: [www.canterburyacademy.co.uk](http://www.canterburyacademy.co.uk)

*In partnership with Simon Langton  Grammar School for Boys to provide a grammar school band for boys and girls in a comprehensive school for all the talents*