



**UNITY**

SCHOOLS PARTNERSHIP

## Candidate Application Pack

Appointment of Trust Sixth Form Transformation Lead

October 2024 | Reference: RBQPA

Work with us | Learn with us | **Grow with us**

# Welcome Letter from our CEO

Dear Applicant,

This is an exciting opportunity to join our trust at a time when we are making considerable investment in achieving 'excellence' in all we do. We truly believe 'excellence' is not just a noun, but a habit and we are embedding this in our cultural development.

We have ambitious plans for our trust. We are aspiring to 'Make Remarkable Change Happen' in the next few years and have set out:

- Through geographical hubs of like-minded schools, a vision of excellence that is shared by all, schools smash through barriers to achieve more than others think possible.
- To achieve the highest standards of education in its primary, secondary, and special schools.
- All trust schools, and the trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision.

We are a family of interdependent schools with a shared ambition to transform lives.

We are committed to the development of a very high-quality, and evidence-informed, model of how excellence is achieved.

So, if you are interested in joining our team of incredible colleagues in networks across our schools and trust, who are passionate about their work and the next part of our journey, I would welcome you to apply.

We look forward to hearing from you.

Best wishes,

Tim Coulson  
Chief Executive, Unity Schools Partnership



*Tim Coulson*  
*CEO, Unity Schools Partnership*





# We Are Unity

## Characterised by ethical leadership and ambition for improvement at pace

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Unity Schools Partnership is a family of 39 schools; 9 secondary (including 4 sixth forms), 25 primary and 5 special schools, located predominantly in Suffolk, but also in Norfolk as well as Romford in East London.

We share the same values and face similar issues, whilst providing a close network of support and challenge. We recognise the unique characteristics of each of the communities we work in and how they are reflected in distinctive school cultures. We are committed to a partnership that respects, sustains, and supports.

We encourage cultural diversity, celebrate the special qualities of each of our schools and understand that communities must develop and grow to become sustainable. Our model is about creating interdependence, schools that are more self-sustaining than stand-alone academies, less dependent than local authority schools and more independent than schools in corporate chains.

We all subscribe to a set of shared values, principles and operational processes that ensure quality education for all our young people. Our central belief is that every young life is special, open to possibility, gifted with the potential to change the world for the better. Our ambition is to unlock the potential of all pupils, remove the barriers that limit aspiration and ensure that all our pupils succeed.

We will work with schools that can subscribe to these values and who are prepared to take responsibility and share resources with others. This approach is already improving the life chances of pupils in primary, special and secondary schools throughout the trust.

# Vision and Values

– Making Remarkable Change Happen –  
– Unity Schools Partnership transforms lives –

Through geographical hubs of like-minded schools and a vision of excellence that is shared by all, schools smash through barriers to achieve more than others think possible.

- The vision of Unity Schools Partnership is to achieve the highest standards of education in its primary, secondary and special schools.
- It is our intention that all trust schools, and the trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision
- We are a family of interdependent schools with a shared ambition to transform lives
- We are committed to the development of a very high-quality, and evidence-informed, model of how excellence is achieved
- Our work is fostered by geographical hubs of schools in close proximity that understand their specific communities.

## Our Values

The trust expects its work to be characterised by:

**INTEGRITY**

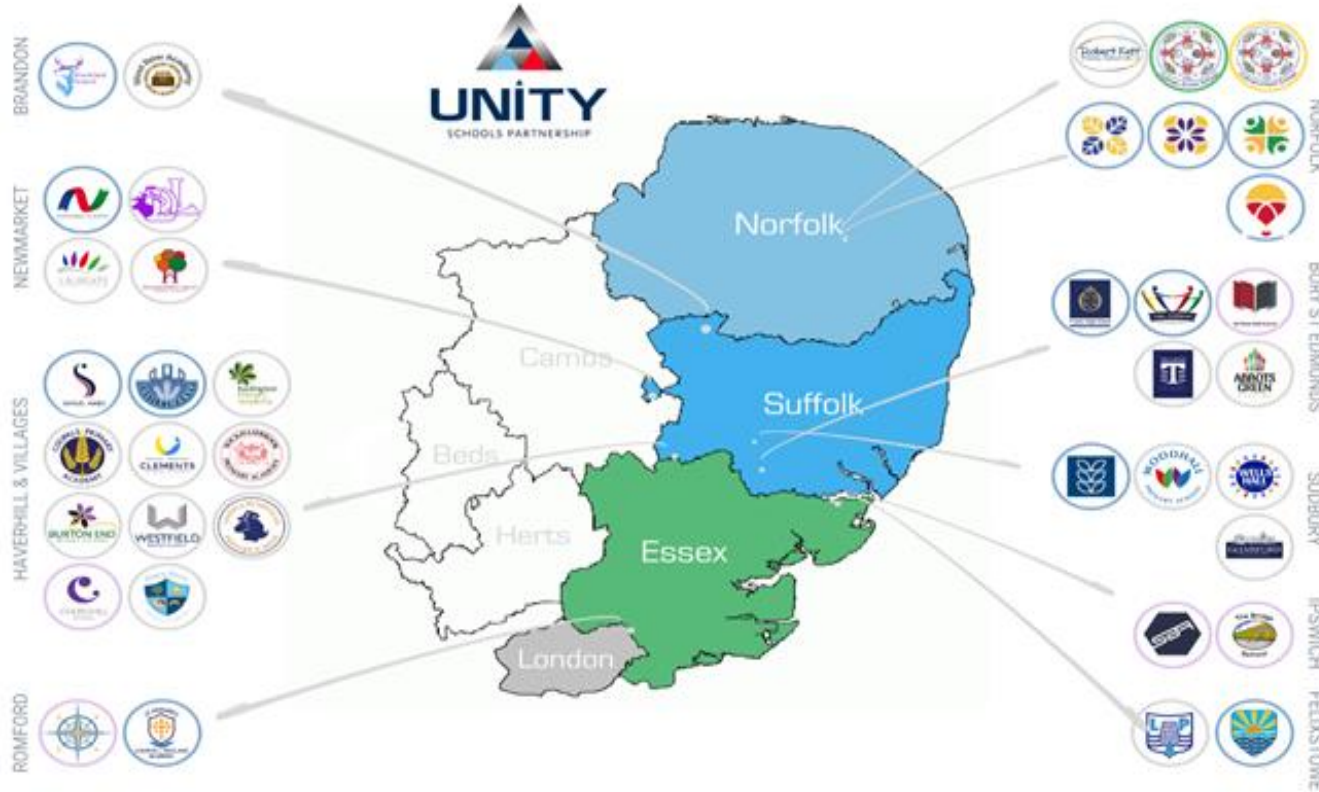
**INCLUSION**

**KINDNESS**





# Our Schools



At USP we benefit from having both a large Teaching School Hub and a Research School from which we draw knowledge, skill and insight into best practice in teaching and leadership. We provide evidence-informed CPD, share valuable messages and signpost the 'best bets' of research to promote classroom practice that is rooted in evidence.

Unity Teaching School Hub in Suffolk is the designated Teaching School Hub for 180 schools within Forest Heath, St Edmundsbury, Mid Suffolk and Suffolk Coastal and 220 schools in east Suffolk and north-east Essex. We're committed to providing all schools in the area with excellence in professional learning from Initial Teacher Training through to Executive Leadership, via the Early Career Framework and the National Professional Qualifications.

Unity Schools Partnership and our schools are committed to the communities in which we serve, for example our trust wide Happy Sheds initiative provides essential goods and support to families disproportionately affected by the cost-of-living crisis. In addition, our schools work towards a variety of quality marks and net zero environmental initiatives.



# Our Trust Structure

## Executive Team



**Tim Coulson**  
CEO



**Sarah Garner**  
Deputy CEO



**Stephen Astley**  
Executive Director  
of Education  
(Secondary)



**Darren Woodward**  
Executive Director  
of Education  
(Primary)



**George Ellis**  
Executive  
Director of  
Education (SEND)

## Education Directors



**Gemma Frost**  
Director of  
Education  
(Primary)



**Matthew Fuller**  
Director of  
Education (Primary)



**Jo Brown**  
Director of  
Education  
(Primary)



**Rebecca Clarke**  
Director of  
Education (Primary)



**Kevin Blakey**  
Director of  
Education  
(Secondary)



**Toni Kittle**  
Director of  
Education  
(Secondary)



**Lucie Callow**  
Director of  
Education  
(SEND)



**Adam Dabin**  
Director of  
Education  
(SEND)

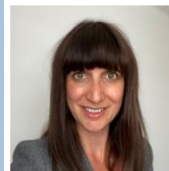
## Central Team Directors



**Rachel O'Halleron**  
Director of Unity  
Institute



**Andy Samways**  
Director of Teaching  
School Hub &  
Research School



**Angela Bull**  
Director of HR



**Debbie Willson**  
Director of Operations

### Trustees

We have a talented group of trustees representing a variety of sectors who steer our vision and direction with thought, business acumen and a commitment to the Trust's core values.

### Our Local Governing Bodies

Governors focus on the quality of education and the curriculum to ensure that every child is receiving a broad and balanced education, improving outcomes for all pupils, and wider community engagement.

### School Improvement Education Leads and Advisors

We have a high-quality group of school improvement leads and advisors who deliver our package of school improvement support for schools including primary and secondary specialists, SEN advisors, a pupil premium advisor and a Data Manager. Our advisors work closely with our school and trust leaders in partnership throughout the year.

### Headteachers

Our Headteachers are a crucial part of our School Improvement Team. There is a significant amount of school-to-school partnership work that has great impact across our schools including across school leadership models and moderation. Schools find the advantages of working with a supportive peer group of successful heads a valuable asset of being part of our trust. Heads share expertise and support colleagues, which we value greatly.

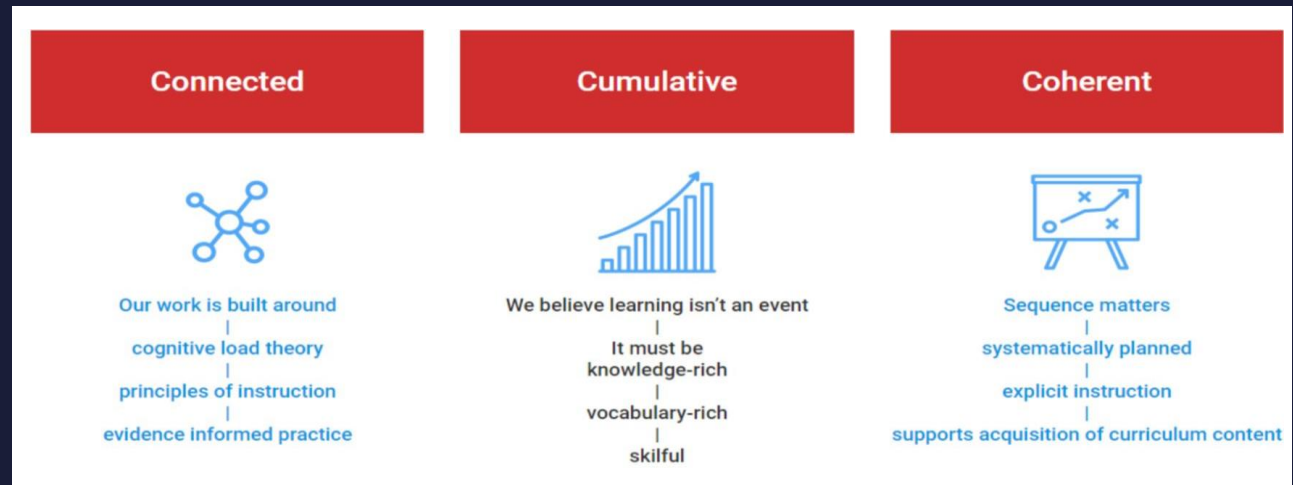
# Our Curriculum & Pedagogy

We strive for best practices across the trust, with Trust Leadership, Headteachers, and the Central Team collaborating to enhance each school's curriculum. Our primary objective is to ensure that all students, irrespective of their backgrounds, needs, or abilities, have equal access to opportunities. The school improvement team, including subject advisers, works across phases to promote consistency and drive forward improvements, particularly in our special schools, where we aim for pupils to achieve their full potential through a well-rounded and tailored curriculum.

In our secondary schools, we place great emphasis on the English Baccalaureate (EBacc), which comprises English, Maths, Science, History or Geography, and a language. We believe that this combination provides a robust foundation of knowledge and essential experiences for learners, thereby preparing them for skilled employment and further education. Under the guidance of our Secondary Director, subject leaders are responsible for designing the curriculum and resources for core subjects, ensuring that high standards of teaching and learning are maintained across all schools.

In our primary schools, we implement the CUSP curriculum, developed by our Curriculum Director and Primary English Lead. Our collaborative network allows schools to share resources effectively, and our primary subject advisers provide invaluable support and expertise. The curriculum is grounded in research and cognitive science, with modules deliberately sequenced to ensure robust progression. There is a strong emphasis on oracy, vocabulary acquisition, and retention, which are essential for breaking down learning barriers and accelerating progress. This cumulative approach builds on prior learning and deepens understanding, ensuring that specific skills are taught and practised so they become transferable.

Additionally, our iLearn initiative equips students in Years 4-6 with iPads and this is being extended to all 6<sup>th</sup> form students, ensuring they are prepared for an increasingly digital world. This initiative not only provides equitable access to learning resources both in school and beyond but also fosters digital literacy skills essential for modern education and future employment. By integrating technology into the learning environment, we encourage students to engage with digital tools in meaningful ways, enhancing their research capabilities and creativity. The iPads facilitate interactive learning experiences that complement our curriculum, allowing students to access a wide range of educational apps, resources, and online platforms. Furthermore, teachers can leverage this technology to implement innovative teaching strategies that cater to diverse learning styles, enabling personalised learning pathways for each student.







# Purpose of The Role

We are excited to introduce this new role to our senior leadership team. A key priority for our Board is to make sure that more pupils across the USP chose to stay with us all through their education, secure in the knowledge that they will have access to the best opportunities for them on leaving school whether that is at university or beyond.

The Sixth Form Transformation Lead will work with the school's leadership teams and Directors of Education to set and achieve high standards for our pupils by creating a culture of inclusion and excellence so all students have ambition that can be realised.

## You will do this by:

- Fostering a culture of aspiration and achievement, where students are encouraged to pursue their goals and ambitions and have access to a range of opportunities and experiences that enrich their learning and personal development.
- Working with sixth form leaders to set a clear vision and passion for preparing students for their future pathways, whether that is higher education, apprenticeships or employment.
- Support the innovation of Unity & iLearn 6 iPad project providing the opportunity for learning to accelerate within and outside of the classroom and links between the schools to deepen further.
- Supporting teams to develop links with universities, employers and other external partners so our pupils have a range of options they can access.
- Ensuring the schools comply with relevant regulations and maintain positive relationships with key stakeholders, in particular with each of our four heads of sixth form with a focus on maximising student recruitment.



# Key Responsibilities



## Education/School Improvement

1. Lead the transformation of the Trust's Sixth Form provision, supporting the Executive Director of Education (Secondary) in setting and delivering a vision that aligns with the ethos and strategic goals set by the Board of Trustees.
2. Collaborate closely with the CEO, Executive Director, and Board to implement the Trust's objectives through strategic leadership, fostering an open, transparent, and integrity-driven relationship, and ensuring that Trustees have access to all necessary data for decision-making.
3. Empower governance bodies by ensuring systems are in place for effective governance, risk management, and performance evaluation across Sixth Form provisions, while ensuring activities comply with the Trust's charitable objectives and legal requirements.
4. Drive improvements across Sixth Form provisions to achieve top-quartile educational performance by 2026, working with senior teams to challenge, motivate, and empower staff to deliver ambitious outcomes for students, while promoting high teaching standards and rigorous monitoring of quality and achievement.
5. Inspire leadership and oversee the performance of Sixth Form leaders, advising the Trust board on strategic improvements, and ensuring that performance data and moderation processes are robust and guide strategic action at all levels.
6. Collaborate with the Executive Team on financial and resource management, ensuring staff performance is managed consistently, and contributing to quality assurance, development planning, and education policy influence.
7. Promote the Trust's values and reputation externally, managing media relationships and adapting to educational developments, while maintaining a strong focus on delivering a positive learning experience for every Sixth Form student.
8. Step into the role of Head of Sixth Form, if required, at the request of the Executive Director.

## Working with the Trust:

1. Contribute to and promote the ethos and values of the school and Trust, maintaining high standards of conduct, professionalism, and confidentiality in all dealings with pupils, parents, staff, and external agencies.
2. Act as an ambassador for the school and Trust, upholding its values within the community and beyond, while participating in training and performance development as required.
3. Undertake any additional tasks or responsibilities requested by the Trust Board, CEO, or Executive Director.

# The Person

## Qualifications

- Degree level education with evidence of continuing professional development.
- Qualified teacher status (QTS).
- NPQH and relevant postgraduate qualification.

## Knowledge

- Strong understanding of the education sector, current educational issues, and the inspection agenda.
- Knowledge of strategies for raising student achievement and improving teaching and learning.
- Detailed knowledge of subject areas, national policy, classroom management, inspection procedures, and statutory requirements.
- Knowledge of child safeguarding and effective safeguarding measures.
- Project management skills, including budget and resource management.

## Experience

- Proven experience leading a successful Sixth Form with a positive impact on student achievement.
- Strong classroom teaching background and commitment to improving student learning.
- Experience in using data to raise standards and make informed decisions.
- Experience in working with governors and using ICT as a management tool.
- Ability to manage change, lead staff, and build positive relationships within the community and other schools.

## Skills

- High personal standards in attendance, punctuality, and deadlines.
- Strong communication, organisation, and team-working skills.
- Ability to foster positive relationships with students and staff, and support inclusion of all students.
- Competence in motivating and leading teams, with a focus on student outcomes.
- Understanding of accountability, quality assurance, and change management.
- Ability to delegate, hold others accountable, and foster links with the local community.
- Sympathetic to the ethos of the Trust

## Other

- Ability to travel between trust sites.
- Enhanced DBS check required.







# Why be part of the Unity Team?

At Unity Schools Partnership, we break barriers to create remarkable change, putting pupils first and supporting the vulnerable and disadvantaged. We are dedicated to fostering a positive work environment where employees can grow, valuing collaboration, wellbeing, diversity, equality, and work-life balance. Across our schools and central hub, we nurture talent at all career stages, offering a wide range of roles. Bring your talent, and we'll provide the career—join us and make remarkable change happen.

## **PERSONAL & PROFESSIONAL GROWTH**

We recognise the importance of providing professional development opportunities and support you with a CPD programme to equip you for your current role and your next steps. Our aim is to retain your talent and so we actively encourage and facilitate movement within the Trust. In fact, 67% of our executive team originates from internal promotions and we have enabled a number of staff to follow their passions and embark on a new career within the Trust. From apprenticeships to leadership training, we offer open doors, not glass ceilings.

## **MEANINGFUL WORK THAT MAKES A REAL CONTRIBUTION**

All roles within the Trust contribute towards ensuring our pupils receive the education they deserve so that they can achieve their potential. We rely on our teams to take the initiative to make things better, to work smarter, to collaborate within and across teams to be the best we can be, so that our pupils can be the best they can be. We facilitate collaborative working across schools and multi-disciplinary projects to share best practice and maximise our skills, talent and knowledge sharing.

## **WELLBEING & SAFEGUARDING**

Of course, as an educational organisation, safeguarding is front and centre of what we do. But our care extends to our employees too. We value every member of staff as a person in their own right, everyone needs support in different ways and at different points in their lives. We have invested in wellbeing systems to ensure that you get the right support at the right time and whenever you need it.

## **FAIRNESS & FLEXIBILITY MATTERS**

We pride ourselves on being fully committed to equality and diversity best practice. We follow Teachers' Pay and Local Government pay scales for fair compensation and transparency. Our benefits package includes final/average salary pensions, wellbeing service, an employee assistance programme, cycle to work scheme, flu vouchers and EV leasing. In addition, we recognise the need for, and benefits of flexible working and hybrid working and are pleased to offer these where appropriate for the job role.

# Staff Benefits & Wellbeing

We aim to recruit and retain top talent, recognising that every team member contributes to improving pupil outcomes. Our primary focus is on breaking down barriers to facilitate remarkable change, empowering teachers to teach and leaders to lead. Supporting staff wellbeing and professional growth is crucial; we want everyone to feel valued and have opportunities to progress within the trust. Our team fosters a culture of belonging, enhancing staff happiness and service delivery.

We prioritise inclusive working practices and welcome diverse teams, offering flexible arrangements for a healthy work-life balance. Our commitment to equal opportunities is evident in our initiatives celebrating diversity.

Professional development is a cornerstone of our approach, supported by our Teaching School and access to national experts. We offer talent management programmes, executive coaching, and an extensive CPD framework, including:

- Instructional coaching
- Access to the National College CPD portal
- Funded professional courses (up to Level 7)
- Internal CPD opportunities
- Strong ties with the Unity Teaching School Hub for NPQs

**Join us to work, learn, and grow together.**

## Staff Wellbeing

We prioritise wellbeing through the DfE Wellbeing Charter, offering benefits such as workload reduction commitments, discounted gym memberships, and mental health support via TELUS.

Our Pluxee package includes discounts on shopping, holidays, and leisure activities, enhancing overall wellbeing.

Eligible staff can also join the Blue Light Card discount scheme for exclusive savings.

## Unity Schools Partnership Education (UE)

We have established UE as a subsidiary trading company to independently trade with commercial organisations, generating additional income for the trust. This initiative has already returned over £1 million to Unity Schools Partnership schools through tutoring and consultancy, providing staff opportunities to develop their ideas and work on a commission basis.







# How to Apply

LOCATION	Haverhill, Central Trust Team Schools across Suffolk, Cambridge, Norfolk, Essex and Havering.
GRADE / SCALE POINT – SALARY	L20-L25 (Teachers' Pension Scheme)
TERMS AND CONDITIONS	Teachers
REPORTING TO	Executive Director of Education (Secondary)
START DATE	January 2025

## Application Process:

For an informal discussion or to find out more about the role, please contact Stephen Astley, Executive Director of Education (Secondary) on [sastley@unitysp.co.uk](mailto:sastley@unitysp.co.uk) or calling 07711 486791.

Saxton Bampfylde Ltd is acting as an employment agency advisor to Unity Schools Partnership on this appointment.

Candidates should apply for this role via [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code RBQPA. Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring\* form.

\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application

The closing date for applications is noon on Thursday 7<sup>th</sup> November.

## GDPR personal data notice:

According to GDPR guidelines, Saxton Bampfylde Ltd are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



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