

Recruitment Pack

HEAD OF SCHOOL at Hilltop Junior School

Head of school teaching learning and assessment

Children at the heart



H E A R T S
A C A D E M Y
T R U S T

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Preamble:

The role of the Head of School

Heads of school occupy an influential position in society and shape the teaching profession. They are lead professionals and significant role models within the communities they serve. The values and ambitions of Heads of school determine the achievements of schools. They are accountable for the education of current and future generations of children.

Their leadership has a decisive impact on the quality of teaching and pupils' achievements in the nation's classrooms. Heads of school lead by example the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for staff.

They secure a climate for the exemplary behaviour of pupils. They set standards and expectations for high academic standards within and beyond their own schools, recognising differences and respecting cultural diversity within contemporary Britain.

Heads of school, together with those responsible for governance, are guardians of the nation's schools.

The overview below should be seen in conjunction with the National Standards for Heads of school which are the expected outcomes for all Heads of school working within HEARTS schools.



HEARTS ACADEMY TRUST

September 2018

Dear Applicant

Thank you for your interest in the position of Head of school at HEARTS Academy Trust.

HEARTS Academy Trust is an education charity that has a proven track record of school improvement and transforming schools in challenging circumstances, particularly in areas of white British disadvantage. We are in the early stages of expansion and now need a new Head of School based at Hilltop Junior School. We are also a Teaching School with a large alliance of schools in our partnership as well as a School Direct employer of salaried and non-salaried student teachers.

Hilltop Junior School joined our Trust in Autumn 2017.

This post is a key appointment that will deliver hugely positive life chances for our students in their studies and personal development. This is an opportunity to join a dynamic team working across a small family of schools and undertake the day to day leadership in one of our schools under the leadership of the Executive Head.

We are looking for an outstanding, dedicated and ambitious professional who will add value to our academy both in and outside the classroom, and is eager to develop their future capacity as a leader.

The HEARTS Academy Trust is a supportive and innovative employer. Half of our schools employ 2 heads of school as we understand the challenges involved in headship. As a result, we ensure that the leaders of our most challenged schools have the most support. This role would be working alongside an experienced head of school with complementary responsibilities.

You will be joining a highly innovative, inspirational and ambitious organisation, so we are seeking outstanding candidates who can realise the highest possible quality of services to support our educational vision. You will help develop strong leadership and effective support to colleagues, to enable the organisation to achieve the best possible outcomes for students.

This is an exciting and very rewarding role and we look forward to receiving your application.

If you would like an informal discussion about working for HEARTS or about this role or would like to arrange a visit, please contact Karen MacKenzie on k.mackenzie@heartsacademy.uk.

Yours faithfully

Debbie Rogan (Executive Head and CEO)

HEARTS Academy Trust, 2 Mount Road, Wickford, SS11 8HE

Tel: 01268 572672 www.heartsacademytrust.co.uk

HEARTS Academy Trust Vision

The Trust places students at the centre of everything it does, with a focus on creating a culture of success, achievement, happiness, hope, confidence, respect and responsibility, reflection and service to others. We create positive climates for learning, and increased student attainment, achievement and highly effective social and emotional development including alternative provision and 2 and 3-year-old nursery settings. The Trust is also a Teaching school with a wide range of links including across the East of England and internationally.

The Trust is committed to becoming a high quality sponsor and the CEO is an OFSTED inspector, C of E Schools SIAMS inspector, National Leader of Education and pupil premium reviewer.

The Trust has developed an ethos in which decisions are made on the values set out above and our commitment to the service of our pupils and their families. Pupils are at the heart of all that we do. It is an absolute priority that every student, irrespective of their starting point, succeeds and achieves. In order to do this, a high quality educational experience will be an entitlement for every student, with students, staff, parents/carers, and the wider community working together to achieve these goals for young people.

Leadership development, succession planning, and capacity building are also major priorities for the Trust and the Trust has an entitlement CPD programme for all staff.

Academies within the Trust

Wickford Church of England School
Briscoe Primary School & Nursery
Waterman Primary School
Stambridge Primary School
Hilltop Infant School
Hilltop Junior School

Job Description

The main responsibilities will be to ensure that all students are given the opportunity to achieve their full potential across the curriculum. We expect our heads of schools to focus their time and energy on learning and teaching and the development of high quality practitioners in their schools. Heads are recruited for their high quality teaching and understanding of pedagogy as well as their firm commitment to improving the life chances of their pupils.

Heads will be expected to demonstrate high quality teaching, successful outcomes for pupils and an ability to coach others successfully (including support staff). They will also have an exceptional understanding of the primary curriculum. They will know how to research and develop best practice, work at a pace and inspire others in the endless goal to do better for our pupils so that they can do better and lead lives now and in the future, that puts learning and achievement at the heart of what they do.

Core Purpose of the Post

- To improve the teaching and learning across the academy so that outcomes are outstanding overall.
- To promote the raising of aspiration and achievement within Maths and English in particular.
- To lead a highly aspirational school which holds pupils at the heart of all that it does.
- To support staff and give them confidence to improve and develop.
- To add expertise, capacity and subject and leadership expertise to the family of schools.
- To move the overall effectiveness of the school to outstanding.

Relationships

The post holder is accountable to the Executive Head in respect of carrying out duties. The post holder will interact on a professional level with colleagues and seek to establish and maintain productive relationships to promote mutual understanding of student progress, with the aim of improving the quality of teaching and learning in the academy(s).

Particular Responsibilities

The post requires you to:

- Lead and manage the day to day running of the academy in conjunction with the partner head.
- Carry out your duties in line with the management and working practices of the academy(s).
- Take a lead role in the development of the school's quality of learning and teaching in partnership with the Trust's Directors of Learning.
- Take a lead role in research and development and share good practice across the academy and TSA.
- To promote the ethos of the Trust and research of the TSA.
- To communicate effectively with all key stakeholders.
- To work effectively in partnership with other schools in the Trust and their leaders.
- To ensure effective and high quality performance management processes are in place to maximise rapid school improvement.
- Ensuring that high standards are promoted in all aspects of the running of the academy.

Disclosure level:

Enhanced: The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job. YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE DISCLOSURE FORM. We support safe recruitment and therefore, if successful, you will also be required to apply for an Enhanced DBS Check from the Disclosure and Barring Service.

Post Title: Head of School

Salary: Leadership (negotiable)

Reporting to: Chief Executive and Executive Head/Head of Federation

The post

To provide leadership and strategic direction to the academy and the wider educational community by:

- Ensuring the provision of high quality teaching and learning
- Ensuring high standards and high expectations from students, staff and the community
- Ensuring that the academy delivers high quality personal and social development.
- Developing, delivering and commissioning innovative practice and service for students.
- Developing collaborative links with other academies, schools and the wider education community.
- Developing a “World Class Workforce” to provide the best possible educational opportunity to students

The post holder will be accountable to:

The HEARTS Trust

The Chief Executive

Executive head/Head of Federation

Special Features

The post holder shall be required to work collaboratively with other HEARTS schools and their partner Head.

MAIN DUTIES AND RESPONSIBILITIES:

Leadership

- Overall responsibility for the strategic management and operational activity of the Academy with the partner Head.
- To provide enthusiastic, innovative and consistent leadership to the Academy and its leadership team.
- To work positively with the community to ensure the best possible outcomes for students.
- Implement rigorous and sustainable policies and strategies in order to transform the outcome for students at the Academy.
- To ensure that students are healthy, stay safe, enjoy and achieve maximum potential, and are ready for the next phase of their education once they leave the Academy.
- To develop the reputation of the Academy, locally, regionally and nationally.
- To service and support the Local Advisory Board.
- Have high expectations of pupils, Staff, parents and local advisory board members.

Education Provision and Standards:

- Ensure that the curriculum is developed and implemented and that curriculum delivery is translated into effective learning and assessment practice.
- Encourage and promote innovation in educational provision through the commissioning and delivery of services, ensuring that the academy can meet changing needs and demands consistent with government guidelines and requirements.
- Ensure that high quality provision is available to all students regardless of race, religion, sexual orientation, gender, disability, economic background or special educational needs.
- Develop a culture where students feel safe, confident and can attain their maximum educational outcomes.
- To ensure high standards of safeguarding and child protection so that pupil well-being (including mental health) are at the forefront of all that we do.

Finance, Personnel and Resources:

- Ensure that all the activities of the Academy are conducted in accordance with all legal requirements and regulations. That policies and procedures are consistent with “best practice” and recognised codes of probity.
- Develop and implement a performance management framework for the delivery of high quality services through high quality performance.
- Recruit, manage and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure that all resources are organised and managed to provide the best possible outcomes for students.
- To ensure that development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.
- To work closely with the HEARTS business team and ensure good value for money, effective staffing structures and excellent use of funding.
- To recruit, train and retain high quality staff in conjunction with the Trust School Improvement Team.

Advertisement

Head of school

Required for: January 2019 **Salary Range:** Leadership

The HEARTS Academy Trust seeks applications from outstanding applicants with integrity, creativity, stamina and promise for this rewarding role.

HEARTS Academy Trust is committed to ways of working which support staff well-being and health. As a result, we are open to discussions about a range of flexible working options with all employees.

We are seeking to appoint a Head of School at Hilltop Junior School who will enhance the quality of teaching, learning and assessment across all year groups as well as be responsible for the effective and efficient running of the school day to day in collaboration with the partner Head of School.

HEARTS Academy Trust is a small, growing Academy Trust committed to achieving great outcomes for all of its students but in particular the most vulnerable. It has established high quality professional development and career opportunities for all staff. We are also a Teaching School with a large group of schools in our alliance and a School Direct lead school.

As an aspiring head, you will have a track record of improving performance, driving change and raising standards and aspirations for your school community. You will need tenacity and determination and the ability to communicate a vision that inspires, motivates and enthuses staff, students and the community as a whole. Previous experience of managing change and working collaboratively to deliver school improvement will be an advantage. However, this role will have a clear focus on teaching and learning and therefore successful candidates will have a recent record of high quality teaching which impacts positively on all pupils' outcomes.

The person we are seeking to appoint will be dedicated, enthusiastic and motivated to develop the life chances of our young people through inspirational and passionate commitment to them. You will have a large team of people to support you to make your school even better than it currently is.

The HEARTS Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

Closing date: Monday 1st October 2018

Visits welcome by appointment. Please email p.partridge@heartsacademy.uk

Tuesday 18th September from 8-11am

Thursday 20th September from 1- 6pm

Tuesday 25th September from 2- 6pm

Friday 28th September from 8am-6pm

Shortlisting: Tuesday 2nd October 2018

Interviews: Held between the 8th and 10th October 2018

Person Specification

Knowledge, skills and experience requirements for the post

Leadership Skills
An innovative leader, with a clear understanding of education opportunity and how it can be translated into practical reality
An aspiring head with a proven track record of managing change quickly and effectively
An outstanding, collaborative leader with the ability to forge positive relationships in order to promote the success of the Academy.
An enthusiastic leader, committed to ensuring the best possible outcomes for students and the community with the Academy serves.
Someone with the ability to build a sustainable workforce of high quality staff and leaders.
Someone who can provide clear direction and shared purpose for all students, staff and stakeholders.
Communication Skills
A commitment to working positively with all stakeholders and partners.
An excellent communicator who is at ease with all stakeholders but particularly students and parents.
Someone who has very strong negotiation skills and the ability to influence others to the benefit of the academy.
Experience and Knowledge
An ability to drive and deliver transformational and cultural change.
A clear understanding of what constitutes a good school and what needs to be done to make it outstanding.
A deep knowledge and clear understanding of educational legislation, new innovation and developments.
Management of Finance, Personnel and Resources
An ability to successfully manage resources.
The ability to motivate staff to ensure high performance.
The ability to translate a visionary/innovative concept into a practical implementation plan.
Personal Attributes
An ability to use the full range of leadership skills and qualities including emotional intelligence.
An enthusiastic and motivational leader with strong morale building skills.
The ability to drive forward change very often in very challenging circumstances.
Someone who is resilient and determined but can also provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner.
A personal commitment to inclusion and diversity to ensure the maximum benefits for students and equality in employment and service delivery matters.
Provide clear direction and shared purpose for students, staff and stakeholders.
A strong commitment to personal development for all staff including themselves.

The Trust is committed to Safeguarding and promoting the welfare of all of its students. Each student's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings
- and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and DBS checks as well as accessing references and developing appropriate induction and probationary periods.

Safeguarding Children & Young People

We 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 enhanced DBS checks.

- Candidates should be aware that all posts in HEARTS Academy Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this application Pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate, be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to the use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory DBS Disclosure
- A prohibition from teaching check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

For teaching posts

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.

How to apply

To apply please complete the application form. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification and Job Description.

Closing Date:

Applying:

Completed application forms may be returned in electronic format to:

recruitment@heartsacademy.uk

If you would prefer to submit a paper application form, please return to:

The HEARTS Academy Trust
2 Mount Road
Wickford,
SS11 8HE