



# Abbey Multi Academy Trust

Lightcliffe C of E Primary School



**Recruitment Application Pack**

**Headteacher LP11**



## Contents

Welcome Letter	Page 3
Advert	Page 4
Application Process	Page 5
Job Description	Page 6
Person Specification	Page 10

## Welcome Letter

Dear Colleague,

Thank you for your interest in the role of Headteacher for Lightcliffe C of E Primary School.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the Headteacher role, from which we hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

**“To work in partnership to educate, nurture and empower”**

Our vision is that the academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies as distinctive schools. The framework will strive to maintain academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Lightcliffe C of E Primary School and Abbey MAT have to offer.

We look forward to meeting you and reading your application.

*Helen Pratten & Catherine Garrett*  
Co-CEOs

## Advert

**Position:** Headteacher

**Reference:** LP11

**Start Date:** September 2020

**Salary:** Leadership 16 - 22

### ***In Partnership to Educate, Nurture & Empower***

We are seeking to appoint an enthusiastic and committed **Headteacher**. As a valued member of our school staff you will be working alongside our well behaved, hardworking children and our friendly, experienced staff in a supportive environment committed to the continued success of our pupils and school.

We have very high expectations of our pupils' behaviour and this is underpinned by our caring, sharing Christian ethos. Lightcliffe C of E Primary School shares in the Trust mission to work **In Partnership to 'Educate, Nurture and Empower'**.

This is an exciting opportunity for an experienced and inspirational primary school leader who can offer a compelling track record of delivering improvement. You'll bring a tenacious and practical approach that is rooted in a desire to create an exceptional learning environment for children and a rewarding professional experience for staff. Collaborative in style, you'll welcome the opportunity to draw on expertise and talent from across the Trust, and encourage professional development at all levels.

You can expect this to be a challenging role, but with this challenge comes real professional reward, and an ideal platform to confirm your leadership credentials.

What we offer:

- Highly supportive, friendly and committed staff
- A stimulating and supportive working and learning environment
- Polite, pleasant and hardworking children
- A commitment to ongoing CPD

**Abbey Multi Academy Trust** is a Trust consisting of eight academies (three secondary, five primary) in the geographical areas of the Anglican Diocese of Leeds and Calderdale.

All our academies share in the Trust's mission to work **In Partnership to 'Educate, Nurture and Empower'**. For more information about us or our primary academies please visit the following links:

<http://www.abbeymat.co.uk/>

<http://www.lightcliffeprimary.co.uk/>

Visits to our school to meet the team and experience our wonderful atmosphere, are warmly welcomed and encouraged and can be arranged by contacting [recruitment@abbeytrust.org](mailto:recruitment@abbeytrust.org)

To apply please download recruitment pack and email completed application form to [recruitment@abbeytrust.org](mailto:recruitment@abbeytrust.org)

Closing date: 31<sup>st</sup> January 2020

Interview date: 10<sup>th</sup> & 11<sup>th</sup> February 2020

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service check. We promote diversity and want a workforce which reflects the population of Leeds/Calderdale.*

## Application Process

Closing date: 31<sup>st</sup> January 2020

Interview date: 10<sup>th</sup> & 11<sup>th</sup> February 2020

Completed applications should be returned by email to:

[recruitment@abbeytrust.org](mailto:recruitment@abbeytrust.org)

**All applications will be acknowledged within 24 hours. Should you fail to receive confirmation of receipt please call 01422 202235.**

We will contact successful candidates after the closing date with details of the interview process.

Abbey Multi-Academy Trust is robust in promoting the safeguarding of children and is rigorous in its recruitment checks. An enhanced disclosure from the DBS will be required for this post.

## Queries

If you have any queries on any aspect of the application process or need any further information please contact [recruitment@abbeytrust.org](mailto:recruitment@abbeytrust.org)

<b>Job title:</b>	Headteacher
<b>Salary:</b>	L16 – L22
<b>Reporting to:</b>	Executive Principal (Primary)

**Overall purpose of the post:**

The Headteacher is the prime mover in creating, inspiring and embodying the Christian ethos and culture of the school, securing its Mission statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.

The core purpose of the Headteacher is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success the Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The postholder should establish a culture that promotes excellence, equality and high expectations of all pupils within a strong Christian ethos.

The Headteacher is the leading professional in the school. Accountable to the Trustees and Governing Body, the postholder provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The postholder, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, other Trust and local schools, other services and agencies for children, the Local Authority and the Diocese. Through such partnerships and other activities, Headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally. Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

The Headteacher will:

- Formulate the aims and objectives of the school and provide overall strategic leadership
- Establish policies for achieving these aims and objectives
- Manage staff and resources to that end
- Monitor progress towards the achievement of the school's aims and objectives
- Lead by example and model best practice regarding professional conduct, workload and personal development
- Be a role model for all in our community

## The Four Domains of Headship

### Domain One: Qualities and knowledge.

Within the Trust's Christian ethos, the Headteacher will:

1. Hold and articulate clear Christian values and moral purpose focused on providing a world-class education for the pupils they serve and reflecting the Church foundation of the school.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, Trustees, Governors and members of the local Church and wider community.
3. Lead by example – with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of a Church of England school.
5. Work with political and financial astuteness, within a clear set of principles centred on the school's Christian vision, ably translating local, national, Diocesan and Methodist policies into the school's context.
6. Communicate compellingly the Trust and school vision and drive the strategic leadership, empowering all pupils and staff to excel.

### Domain Two: Pupils and staff

Within the school's Christian ethos, the Headteacher and Strategic Hub Leader will:

1. Demand ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' wellbeing, taking full account of the school's Church of England foundation.
3. Observe, monitor and improve teaching ensuring that exemplary practice is demonstrated in line with school ethos, values and priorities.
4. Oversee the setting of targets for pupil attainment levels, tracking and monitoring pupil progress against these targets.
5. Ensure that effective intervention programmes are in place.
6. Establish an educational culture of "open classrooms" as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
7. Create an ethos based on Christian values within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
8. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
9. Hold all staff to account for their professional conduct and practice

### Domain Three: Systems and process.

In order to provide an efficient, effective and safe Christian learning environment, the Headteacher and Strategic Hub Leader will:

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity within a Christian context.
2. Within the school's Christian ethos, provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the Local Governing Body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements, the school's sustainability and its Christian character.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

### Domain Four: The self-improving school system

Working in a spirit of collaboration to secure Christian principles of equity and entitlement, the Headteacher and Strategic Hub Leader will:

1. Create an outward-facing school which works with other schools, organisations and the local community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers and the Church community to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development of all staff.
5. Within the school's Christian ethos, model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others- within and beyond schools- to believe in the fundamental importance of education in young people's lives and to promote the value of education especially within a Christian context.

**Note:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. Elements of this job description, and changes to it, may be agreed at the request of the Executive Principal or the incumbent of the post.

I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the CEO/Executive Principal.

Name:

Signature:

Date:

HEADTEACHER						
PERSON SPECIFICATION CRITERIA						
Qualifications		ESSENTIAL			DESIRABLE	
1	Qualified teacher status for England (or equivalent)	A	R			
2	Relevant degree (or equivalent)	A	R			
3	NPQH or further professional qualification				A	
4	Recent, relevant professional learning and development	A	R			
Professional knowledge, skills and abilities		ESSENTIAL			DESIRABLE	
1	Demonstrable success in raising standards and meeting challenging targets	A	R	I		
2	Excellent oral and written communication skills with an ability to negotiate at all levels	A	R	I		
3	Be E-confident and able to understand and sell the benefits of ICT and future technology in an education context	A	R	I		
4	Ability to set appropriate targets for the improvement of school performance and how to establish, monitor and evaluate an action plan in relation to those targets	A	R	I		
5	Ability to interpret and implement new legislation, polices and directives	A	R	I		
6	Ability to analyse information from a wide variety of sources and solve complex problems	A	R	I		
7	Ability to demonstrate sound leadership in managing transition between key stages for students across the school and with partner schools and academies	A	R	I		
8	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines	A	R	I		
9	Ability to provide clear educational vision and direction	A	R	I		
10	Ability to work in partnership with senior leaders and governors	A	R	I		

11	Ability to analyse and use pupil data on attainment and progress to raise standards	A	R	I			
12	Secure knowledge of statutory requirements relating to curriculum and assessment	A	R	I			
13	Knowledge and understanding of the OFSTED and SIAMs statutory inspection frameworks	A	I				
<b>Experience</b>		<b>ESSENTIAL</b>			<b>DESIRABLE</b>		
1	Evidence of sustained impact as a Head of School/Deputy Head Teacher or senior education leader within the secondary sector	A	R	I			
2	Experience of developing a highly exciting and innovative curriculum which is personalised to the needs of the whole student	A	R	I			
3	Experience of managing, developing, inspiring and motivating staff	A	R	I			
4	A proven track record of managing change quickly and effectively to deliver transformational and cultural improvements	A	R	I			
5	Experience of presenting high quality, strategic information to Governors and supporting their role as a 'critical friend'	A	R	I			
6	Experience of data analysis and the identification of where intervention is required to ensure that students of all levels of ability achieve their full potential and beyond	A	R	I			
7	Successful experience of monitoring, evaluating and improving the quality of teaching and learning	A	R	I			
8	Experience of budgetary management at whole school level				A	R	
9	Experience of leading curriculum innovation	A	R	I			
10	Understanding of what excellence looks like within educational leadership, management, teaching and learning.	A	R	I			
11	Evidence of successfully operating at both strategic and operational levels.	A	R	I			
<b>Professional Attributes, Qualities and Values</b>		<b>ESSENTIAL</b>			<b>DESIRABLE</b>		
1	A willingness and ability to fully support the Christian character, ethos and values of the Trust	A	R	I			

2	High personal standards of integrity and probity	A	I				
3	Enthusiasm, vision, drive, adaptability and resilience	A	R	I			
4	Be confident, positive and approachable	A	R	I			
5	Be able to secure the loyalty and confidence of students, staff, parents/carers, Governors and others	A	R	I			
6	Have consideration of the views of others	A	I				
7	Advocate a sound educational philosophy with the ability to translate into practice	A	I				
8	Ability to create a learning culture within the organisation which is recognised by staff, students, parents and carers	A	I				
9	Commitment to personal development	A	I				
10	Be able to understand and develop your own emotional intelligence	A	I				
11	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	A	I				
12	Ability to remain positive and enthusiastic, including when under pressure	A	I				
13	Commitment to safeguarding and equality	A	I	R			
14	Commitment to ensuring the school is compliant with Health and Safety legislation.	A	I				
<b>Additional Requirements</b>		<b>ESSENTIAL</b>			<b>DESIRABLE</b>		
1	Be willing to work outside normal hours	A	I				
2	To be flexible in order to meet the demanding nature of this role	A	I				

The criteria will be evidenced as indicated:

'A' refers to the candidate's application form and letter,  
'I' to interview and  
'R' to reference.

Candidates should address at least all items marked 'A'; referees are asked to comment on items marked 'R'.

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview