

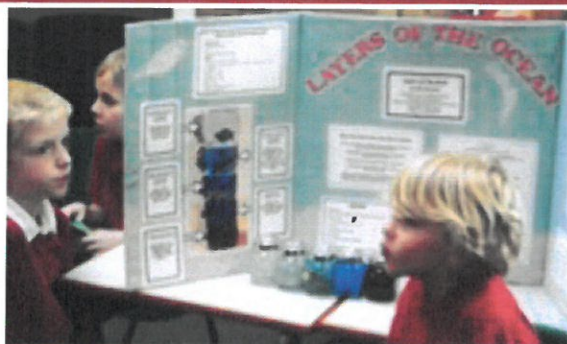
## Southam St James & Long Itchington Church of England Academies



**Candidate Information**  
**Executive Headteacher**



# About the Collaboration



Thank you for your interest in the post of Executive Head of the St James and Long Itchington Primary Schools Collaboration. We hope you will find the information in this pack helpful.

Our Collaboration is a strong partnership of two schools, working in close collaboration. As a Collaboration, and subject to full consultation, we have agreed that we will become a part of the family of academies within the Diocese of Coventry Multi Academy Trust and hope to join in June 2018.

Our Collaboration combines the unique characteristics of two small Church of England schools with extended opportunities for children, staff, governors and families to work together to secure constant improvement and to maintain a commitment to highest achievement for everyone.

With the impending retirement of our current Executive Head of the Collaboration, we are seeking to appoint an

inspirational leader with a dedication for teaching and learning. The successful applicant will have the skills necessary to relish the opportunity to build upon our achievements and to further our relationship as two effective schools with our own individual identities, as part of the Diocesan Multi Academy Trust, subject to consultation.

We are also committed to further develop our partnerships with the whole school community and beyond, including parents, Churches, the communities that we serve and to maintain our reputations for being fully inclusive primary schools and schools of which we are proud. We believe that the quality of these relationships underpin everything that we are able to achieve as individual schools and as a Collaboration.

The happiness, well-being and achievement of each child are our main concerns. We strive to create exciting, stimulating learning environments. Environments that are safe and secure, where

children's welfare's the concern of everyone. A place where children are given opportunities to realise their talents across a broad and balanced curriculum, developing into caring and responsible young people. Our schools have enthusiastic, caring, committed and professional teaching and non-teaching teams, who in partnership with parents, endeavour to achieve the best for each and every child.

We welcome visits from prospective candidates who are keen to join us, to continue to develop our schools as places of learning where the children are motivated and challenges to reach their potential in every area of their development."



# About the Multi Academy Trust



## The Trust

The Diocese of Coventry MAT Academies are:

- Transformational
- Aspirational
- Sustainable
- Motivational
- Purposeful

They are recognised for their distinctive and inclusive Christian ethos and for the impact this has on raising educational standards. An effective Church Academy will demonstrate its Christian distinctiveness by providing an aspirational and holistic education which enables all children and staff to develop and achieve to their full potential.

Founded in April 2013 with two academies, currently there are sixteen in the family with others set to join in the near future.

All of academies receive a minimum of twelve days school improvement from our in house team. This sits alongside development networks across the Trust including Early Years team, Phase Leaders and training programme to include NQT & RQT.

## Our Vision

To build a better future for all within our Academies who in turn will positively impact their communities

Our aspirational and measurable outcomes are:

- Every lesson to be good or better
- Every child expected to make progress at least, and for many, above national expectations
- Every Academy to be well led and governed
- All teachers motivated to self-improve and aspire to excellence
- All academies to be judged good or better at Section 48 inspections

## About the Role

The Trust is looking to appoint a qualified inspirational and highly effective Executive Head, who is committed to Southam St James and Long Itchington Church of England Academies as they prepare to join the Diocese of Coventry Multi Academy Trust. The aim will be to attain educational excellence, making the Academy a first choice in the local community and further developing the distinctive Christian character of educational provision and the school community. We are looking for an Executive Head who will

have the opportunity to work with the Trust and other Church School partners to continue to provide great education for the local children.

## Applications

Thank you for your interest in the post of Executive Head at Southam St James and Long Itchington Church of England Academies. Candidates are encouraged to visit the school. Please contact Camillia Salter on 07764 923440 to make arrangements.

Please note the closing date for applications is **Midnight 18h March 2018**. Completed applications and supporting documents should be sent via email to [hr@covmat.org](mailto:hr@covmat.org) or posted to Camillia Salter, Head of HR, Diocese of Coventry Multi Academy Trust, The Benn Education Centre, Claremont Road, Rugby, CV21 3LU

Selection date is **Wednesday 28th March 2018**.

Candidates shortlisted for interview will be asked to undertake a series of selection tasks and activities. More information on the format and any presentation needed will follow after shortlisting.



# Our Diocese

The Diocesan Board of Education seeks to serve and equip the Church School family in a variety of ways. The Diocesan Director of Education, Canon Linda Wainscot, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:

- 'be there for our church school family and act as a central reference point supporting pastorally and professionally;
- facilitate creative and flexible networking between schools;
- promote excellence and distinctiveness within the family of church schools/academies and beyond;
- share best practice collectively;
- provide professional development: for staff at all stages of their careers and for governors;
- support the development of flexible partnerships;
- promote the establishment of new church schools;
- support the process of Academy conversions;
- work in partnership with schools, and other agencies, to effect school improvement;
- represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- ensure equality of opportunity including managing Admission Appeals;
- protect the status of church schools and promote the importance and the continuation of the voluntary sector.

**Canon Linda Wainscot DDE**



'I believe that schools are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.

The Diocese is proud of its Church of England Schools which educate about 17,000 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working in the values of Jesus Christ every day.

Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'

**Bishop Christopher**

St James - "Southam St James is a school where the vision and values are at the heart of daily life. They are understood and lived-out by all members of the school family. As a result, the relationships that exist are rooted in Christian love." SIAMS 2017

Long Itchington - The daily act of worship has a place of major importance in the life of the school and is greatly valued by staff and pupils alike. Pupils enjoy it because themes are relevant and help them to make meaning. In this way worship supports their spiritual development. A pupil said, 'Collective worship is one of the main things that shows this is a church school. SIAMS Jan 16





# Our Academies



**St Laurence's CofE Academy**  
Old Church Road  
Coventry  
CV6 7ED



**St Bartholomew's CofE Academy**  
Bredon Avenue, Coventry  
CV3 2LP



**Queens CofE Academy**  
Bentley Road  
Nuneaton  
CV11 5LR



**Stretton CofE Academy**  
Stretton Avenue  
Coventry  
CV3 3AE



**St James CofE Academy**  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF



**Harris CofE Academy**  
Harris Drive  
Overslade Lane, Rugby  
CV22 6EA



**St Nicolas CofE Academy**  
Windemere Avenue  
Nuneaton  
CV11 6HJ



**Studley St Mary's CofE Academy**  
New Road, Studley  
B80 7ND



**St John's CofE Academy**  
Winsford Avenue  
Coventry  
CV5 9HZ



**St Oswald's CofE Academy**  
Addison Road  
Rugby  
CV22 7DJ



**St Michael's CofE Academy**  
Hazel Grove  
Bedworth  
CV12 9DA



**Leamington Hastings CofE Academy**, Birdingbury Road Hill,  
Leamington Hastings, Rugby  
CV23 8EA



**Leigh CofE Academy**  
Plants Hill Crescent  
Tile Hill, Coventry  
CV4 9RQ



**Salford Priors CofE Academy**  
School Road  
Salford Priors, Evesham  
WR11 8XD



**All Saints CofE Academy LW**  
Warwick Road  
Leek Wootton, Warwick  
CV35 7QR

Joining March 2018



**Burton Green CofE Academy**  
Hob Lane  
Burton Green, Coventry  
CV8 1QB

Joining March 2018



**Long Itchington CofE Academy**  
Stockton Road  
Long Itchington, Southam  
CV47 9QP

Joining Shortly



**Southam St James CofE Academy**  
Tollgate Road  
Southam  
CV47 1EE

Joining Shortly



## Central MAT Office

The Diocese of Coventry Multi Academy Trust  
The Benn Education Centre  
Claremont Road  
Rugby, CV21 3LU



# Executive Head

## Job Description

### CORE PURPOSE

The Executive Head will be accountable to the Chief Executive Officer as part of the Diocese of Coventry Multi Academy Trust for ensuring the educational success of the academies within the overall framework of the Multi Academy Trust strategic plan as well as the individual academies strategic plans. They are responsible for all aspects of the internal organisation, professional leadership, management and control of the academies and for leading supervision over teaching and support staff. They should create a culture of constant improvement and be an inspirational leader, committed to the highest achievement for everyone in all areas of the academies work.

The Executive Head's role will be to will to promote the Collaboration and seek to maximise the potential of the two schools working together and provide the strategic direction, professional leadership and operational management in order to secure a strong foundation within a distinctive Christian ethos from which to achieve high standards in all of the academies aims.

### STRATEGIC LEADERSHIP

The Executive Head will work with the local governing bodies for the two academies, and under the guidance of the Multi Academy Trust, will develop the shared vision and strategic plan for the academies which inspires and motivates pupils, staff and all

other members of the school community and develops the distinctive Christian character of the academy. This vision should express core educational values and Christian moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils.

This will include:

- Ensuring that the Christian vision for the academies is clearly articulated, shared, understood and acted upon effectively by all.
- Working within the academies community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.
- Demonstrating the vision and values in everyday work and practice.
- Motivating and working with others to create a shared culture and positive climate which embeds and develops the existing caring and nurturing ethos.
- Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensuring that the strategic planning takes account of the diversity, values and experience of the school and community at large, whilst appropriately

maintaining the distinctive Church of England foundation of the school.

### LEADING LEARNING AND TEACHING

Executive Heads have a central responsibility for raising the quality of teaching and learning and for pupils' achievement. This implies, within a Christian framework, setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful, holistic, learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

This will include:

- Ensuring a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning
- Ensuring that learning is at the centre of strategic planning and resource management
- Establishing creative, responsive and effective approaches to learning and teaching
- Ensuring that accelerated progress for low achievers and underperformers is developed and embedded.
- Ensuring a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.



# Executive Head

- Demonstrating and articulating high expectations and setting stretching targets for the whole school community.
- Implementing strategies that secure high standards of behaviour and attendance.
- Determining, organising and implementing a diverse, flexible curriculum and implementing an effective assessment framework.
- Taking a strategic role in the introduction of appropriate new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies.
- Challenging underperformance at all levels and ensuring that there is effective corrective action and follow-up.

## DEVELOPING SELF AND WORKING WITH OTHERS.

Effective relationships and communication are important in headship as Executive Heads work with and through others. Effective Executive Heads manage themselves and their relationships well. Headship is about building a holistic, professional learning community which enables others to achieve. Through performance management and effective continuing professional development practice, the Executive Heads supports all staff to achieve high standards. To equip themselves with the capacity to deal with the

complexity of the role and the range of leadership skills and actions required of them, Executive Heads should be committed to their own continuing professional development including distinctiveness training and development related to leading a Church school.

This will include:

- Valuing people and treating them fairly, equitably and with dignity and respect to create and maintain a positive school culture in accordance with the Christian beliefs underpinning the school.
- Building a collaborative learning culture within the school and actively engaging with other schools to build effective learning communities.
- Ensuring own CPD includes developments in educational research.
- Developing and maintaining effective strategies and procedures for staff induction, professional development and performance review.
- Ensuring effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledging the responsibilities and celebrating the achievements of individuals and teams.
- Developing and maintaining a culture of high expectations for

self and for others and taking appropriate action when performance is unsatisfactory.

- Regularly reviewing own practice, setting personal targets and taking responsibility for own personal development.
- Managing own workload and that of others to allow for reflection and an appropriate work/life balance.

## MANAGING THE ORGANISATION

Executive Heads need to provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation. Executive Heads should ensure that the school, and the people and resources within it, are organised and managed to provide an efficient, effective and safe learning environment. These management responsibilities imply the re-examination of the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are deployed to achieve value for money. Executive Heads should also seek to build successful organisations through effective collaborations with others and communicate openly with the Senior leadership Team of the Multi Academy Trust on a regular basis.

This will include:

- Creating an organisational structure which reflects the school's Christian beliefs and values, ensuring and enabling



# Executive Head

the management systems, structures and processes to work effectively in line with legal requirements.

- Producing and implementing clear, evidence-based improvement plans and policies for the development of the school and its facilities ensuring that, within the particular context of the school, policies and practices take account of national and local circumstances, policies and initiatives.
- Managing the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruiting, retaining and deploying staff appropriately and managing their workloads to achieve the vision and goals of the school, and implementing successful performance management processes with all staff.
- Managing and organising the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensuring that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Using and integrating a range of technologies effectively and efficiently to manage the school.

With Christian values at the heart of their leadership, Church school Executive Heads have a responsibility to the whole school community. In carrying out this responsibility, Executive Heads are accountable to a wide range of groups, particularly pupils, parents, carers, governors, the Multi Academy Trust and the Diocese. They are accountable for ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community and for contributing to the education service more widely. Executive Heads are legally and contractually accountable to the Multi Academy Trust for the academy, its environment and all its work.

This will include:

- Fulfilling commitments arising from contractual accountability to the Multi Academy Trust and the local governing body.
- Building on and developing a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensuring individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Working with the Multi Academy Trust and the local governing body (providing information, objective advice and support) to enable it to meet its responsibilities.

- Developing and presenting a coherent, understandable and accurate account of the school's performance in ways which are relevant to the wide range of audiences including inspection agencies, the Multi Academy Trust, the Diocese, governors, staff, parents and carers of diverse backgrounds and the local community.
- Reflecting on own personal contribution to school achievements and taking account of feedback from others.

## SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust the Executive Head will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

This will include:

- Participating in Multi Academy Trust and sector wide activities in order to share best practice, contribute to the development of Multi Academy Trust strategies and policies and promoting the academy and Multi Academy Trust in a local and national context.
- Providing advisory support to other academies within the Multi Academy Trust as required.
- Contributing to collaborative work across the Multi Academy Trust and supporting other staff in participating in Multi Academy Trust work.

## SECURING ACCOUNTABILITY



# Executive Head

- Provide other support to schools within the Diocesan family as required such as emergency cover, mentoring of teaching and support staff.

## STRENGTHENING COMMUNITY

Schools exist in a distinctive social context, which has a direct impact on what happens inside the school. School leadership should commit to engaging with the internal and external school community to secure equity and entitlement. Executive Heads should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children. Executive Heads share responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent. They should provide spiritual & pastoral Leadership for children and adults

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local Church and Diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural.
- Well-being of pupils and their families.
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

## SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

The Trust is committed to safeguarding and promoting the

welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The Executive Heads plays the lead role in this within the school and the Executive Heads post is subject to enhanced DBS disclosure.

The Executive Heads will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are adopted by the governing body and are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.



# Person Specification

Personal Qualities, Qualification and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
<b>Qualifications and Training</b>						
1	Honours degree or equivalent	✓		✓		
2	Qualified teacher status	✓		✓		
3	Relevant higher degree or equivalent		✓	✓		
4	NPQH (or working towards NPQH)		✓	✓		
5	Evidence of continuous professional development relating to school leadership and management and curriculum / teaching and learning		✓	✓		
6	Certificate in Church School Leadership		✓	✓		
<b>Professional Experience and Knowledge</b>						
1	Substantial, successful teaching experience	✓		✓	✓	✓
2	Successful recent strategic leadership experience likely to have been gained as a Head teacher/ Principal or Deputy Head teacher/Vice Principal of a primary school	✓		✓	✓	✓
3	Successful experience of raising standards for all with measurable outcomes	✓		✓	✓	✓
4	Proven track record of managing successful school self-evaluation and accountability and the school improvement process	✓		✓	✓	✓
5	Proven track record in leading and managing staff including building a successful team, delegating effectively and implementing and managing change	✓		✓	✓	
6	Experience of working in collaboration and/or partnership with governors, internal and external stakeholders, other educational bodies and the wider community to develop positive relationships and achieve strategic objectives	✓		✓	✓	
7	In-depth knowledge and understanding of the wider educational agenda including current national policies and education issues as well as the statutory and legal framework governing the operation of an academy	✓		✓	✓	
8	Successful experience of effective strategic, financial and resource management to achieve educational priorities and ensure value for money	✓		✓	✓	
9	In depth knowledge and experience of Child Protection, Safer Recruitment and Safeguarding procedures	✓		✓		



# Person Specification

10	Evidence of highly developed skills in performance management, recognising high performance, tackling underperformance through to resolution and supporting continuous professional development of colleagues	✓		✓	✓	✓
11	A commitment to and evidence of promoting diversity and equal opportunities within the Academy, curriculum and employment practice.	✓		✓		
12	The ability to demonstrate an understanding of the distinctive Christian character of a Church of England school	✓		✓	✓	
<b>Leading Teaching and Learning</b>						
1	A proven track record in ensuring the highest possible standards in teaching and learning	✓		✓	✓	✓
2	Sustained experience of managing, monitoring and evaluating student progress, and of translating the information into assessment for learning and effective intervention strategies	✓		✓	✓	✓
3	Successful experience of positive behaviour management and developing a student focussed, inclusive and effective learning environment so that behaviour and attendance are outstanding.	✓		✓	✓	
4	Successful experience of curriculum development.	✓		✓	✓	
5	Successful involvement in staff recruitment, appointment and induction		✓	✓	✓	
<b>Personal Qualities</b>						
1	Is committed to putting continuous improvement and pupil outcomes at the core aspects of leadership and management	✓		✓	✓	
2	Is committed to leading the development of a distinctive Christian ethos based on Christian values	✓		✓	✓	✓
3	Has high expectations and personal integrity with the ability to promote and sustain the values, culture and Christian ethos of the Academies	✓			✓	✓
4	Is articulate and approachable with excellent interpersonal communication skills both verbally and in writing	✓			✓	
4	Is able to manage, inspire, encourage and empower staff	✓			✓	
5	Is able to manage the Academies efficiently and effectively on a day to day basis whilst maintaining a good life work balance	✓			✓	✓
6	Is an outstanding, reflective practitioner with high quality teaching skills and high expectations for pupils' learning and attainment	✓			✓	✓
7	Is a communicant member of an Anglican Church or Evidence of current involvement in a church which is in communion with the Church of England or Able to demonstrate active involvement in a church community	✓		✓	✓	✓