

EXECUTIVE HEADTEACHER APPLICATION PACK



Enjoy learning together

CRABTREE ACADEMY TRUST

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Welcome from our Co-Chairs of Governors

Dear applicant,

Thank you for your interest in the role of Executive Headteacher. We are delighted that you see Crabtree Academy Trust as a Trust where you want to work and feel that you can make an impact. We know that Crabtree Infants' and Crabtree Junior Schools will provide an outstanding opportunity as you seek to make the next step in your career.

The Governors at both schools are proud to be part of outstanding schools which formalised their partnership with the creation of the Trust in April 2014. We believe that a key part of this shared success is the strong links and relationships that have been developed between staff, pupils, parents and the broader school community. We offer a broad and creative curriculum and our dedicated and enthusiastic teaching team constantly seek out opportunities to enhance and enrich the children's experience further. In working closely with all stakeholders on this learning journey, we are all focused on ensuring our pupils are nurtured and develop self-esteem, independence, enthusiasm, resilience and a love of learning.

In recruiting an Executive Headteacher we are seeking someone to shape and share our vision and ethos, helping us bring the schools even closer together whilst preserving the individual characteristics of teaching and learning in EYFS/KS1 and KS2. We recognise that there are many challenges in the education system and that there are further changes ahead. By working together, we want to ensure that Crabtree Infants' and Junior maintain their wonderful learning environment for every pupil and take steps to shape the Schools' future proactively within the wider educational environment.

The Trust prides itself on the support it has provided to other schools in recent years and we are keen to meet candidates who aspire to be National Leaders of Education. If you think you have what it takes to drive Crabtree Academy Trust forward then please come and visit us, speak to the current leadership team and talk with the children. To arrange a visit to the school or should you have any questions, please contact the Crabtree Junior's office on admin@crabtreejm.herts.sch.uk or 01582 623501.

NB: We recognise the Easter holidays make fitting in a school visit challenging. We are happy to accept applications from candidates who cannot visit the school prior to the job closing on Wednesday 18th April. We can then accommodate visits prior to interview for shortlisted candidates who have not been able to attend.

Thank you for your interest in Crabtree Academy Trust. Together with our colleagues, we look forward to meeting and interviewing motivated candidates interested in taking on this important and exciting new challenge.

Yours faithfully,

Chris Rule
Chair of Governors, Crabtree Infants' School

Phil Kendall
Chair of Governors, Crabtree Junior School

About our schools

Crabtree Infants' School and Crabtree Junior School became part of Crabtree Academy Trust on 1st April 2014. We believe this partnership has provided us with many benefits over the last 4 years. The Trustees feel it is now the right time to take the next steps to develop this further with the appointment of an Executive Headteacher.

Crabtree Infants' School

We are proactive in ensuring that both a caring environment, where everyone is valued and respected, and a high quality education is at the forefront of all we do. We believe children should have the opportunity to learn through a rich curriculum that gives a wide range of experiences and enables them to master key concepts. Our learning is based on a topic approach. The children are encouraged to identify what they already know about the topic and what they would like to learn.

We believe in working very closely with parents on this learning journey. In order to be great learners, children need to be nurtured develop self-esteem, independence, enthusiasm, resilience and a love of learning.

Crabtree Junior School

In addition to our infants' school children, we provide a warm welcome to a number of pupils who come from other local schools or who are new to the area.

Our aim is to make a difference: to give each and every child the tools and skills to achieve their full potential and to prepare them for the transition to senior school. This is an outstanding school in which pupils achieve extremely good results and where standards are exceptionally high year-on-year.

In an environment that both supports and challenges, we provide a broad curriculum and also offer extensive extra-curricular activities, enabling children to develop a wide range of different skills. Sport and music both play an important part in school life.



Key facts and statistics

Type of school: Crabtree Infants' School, Academy

Location: Crabtree Lane, Harpenden, Herts AL5 5PU

Age Range: 4 to 7 years

Number of Children: 180

% of children with SEN: 10%

% of English with an additional language: 6.1%

% of Children on Free School Meals: 0.6%

Type of school: Crabtree Junior School, Academy

Location: Crabtree Lane, Harpenden, Herts AL5 5PU

Age Range: 7 to 11 years

Number of Children: 255

% of children with SEN: 12.9%

% of English with an additional language: 7.1%

% of Children on Free School Meals: 0.8%





What our children say about us

Crabtree School is an amazing school and I really enjoyed my time there. After being at Crabtree for seven years it was really hard to leave such a great school that gave me the best possible start in life. The thing about Crabtree that really made me love it was the people. Everyone was so nice and friendly; they always pushed you forward and never held you back. There were many great opportunities at Crabtree –there was never anything NOT to get involved with! Sports, school council, chess, head girl/boy and tuck shop ... you name it, Crabtree has it.

What our parents say about us

A fantastic team that have provided a wonderful education for my son. The teachers are professional and talented but manage to be fun and approachable at the same time.

The children and staff are lovely. My son is very happy.

*We feel blessed
every day that she
attends such a
lovely school*

The school strikes the right balance between encouraging children to become independent and inspired learners and building self-esteem and confidence.



Parents' Voice



What we are looking for in our Executive Headteacher

The governors are seeking to appoint an inspirational and innovative Executive Headteacher who will take our Academy Trust to the next level of its development. We believe there are great opportunities to join the curriculum more closely together, develop our teams and enhance specialist teaching across both schools, while respecting and nurturing the particular expertise of teachers at EYFS, KS1 and KS2 levels.

Crabtree Junior School currently has an interim Headteacher. The governors have considered the future model of the Trust and a leadership structure that will lead to the next stage of its development. Initially the successful candidate will have the opportunity to work closely with the Infant Headteacher, Sally Pattrick, while having a substantive focus on Crabtree Junior School. In due course the model will evolve to one of two “Heads of School”, each reporting to the Executive Headteacher. Based at the Schools’ shared site, the new Executive Headteacher of The Crabtree Academy Trust will enjoy complete support from both school teams who embrace our values and traditions.

The successful candidate will possess the:

- Ability to articulate a clear and exciting vision for the Academy Trust and the Schools
- Experience to sustain outstanding performance combined with innovation and an open, outward-focused approach
- Motivation to achieve National Leader of Education qualifications to support the Trust's outreach work
- Exceptional interpersonal and leadership skills to lead both schools into a secure future
- Expertise to find and create professional staff development opportunities which meet staff needs at all stages of their careers
- Communication skills to appeal to members of the wider Trust community and help them understand and support our aims



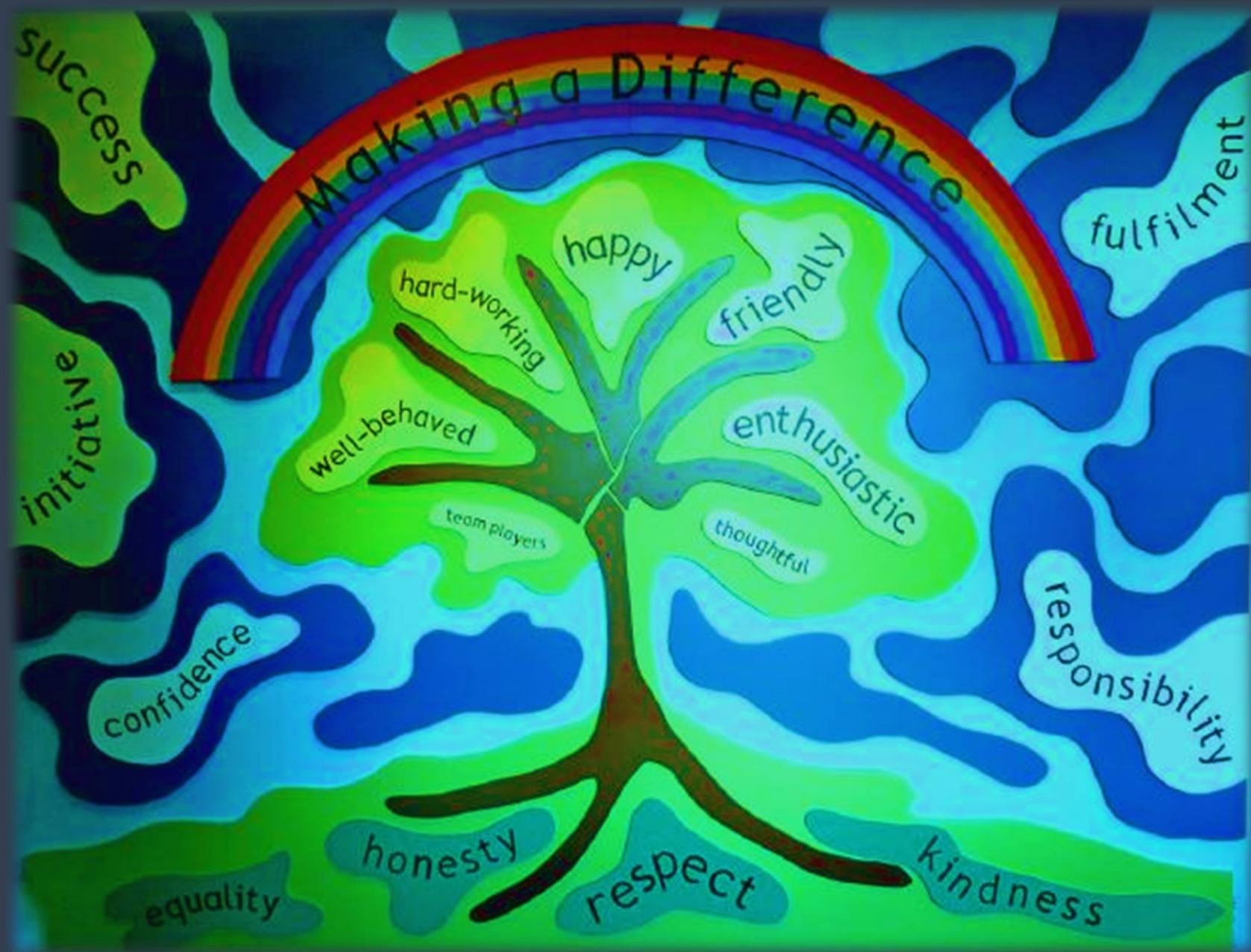
What we are able to offer you

The Crabtree Academy Trust is ambitious for its new Executive Headteacher and wishes to attract the best possible candidate for this role. We are keen to ensure the new Executive Head is right both for the next step and for future steps as the candidate helps to shape the Trust's vision. This is an exciting opportunity and the Trust is keen to let candidates know they have its full support.

The successful candidate can expect:

- Support and challenge from an innovative, engaged Trust body
- Commitment and expertise from staff and encouragement from parents
- Opportunities to develop and grow the role over time
- Encouragement for personal CPD to meet the individual's aspirations
- Flexibility to undertake external projects in the future
- An academy trust in good financial health
- Salary range L18 – L24 plus discretionary allowance based upon personal and Trust performance
- Relocation package considered for the right candidate





Our Vision & Aims

Our Vision:

Our vision at the Crabtree Academy Trust is to instil in our pupils the confidence to embrace life and to encourage a love of learning. We offer a safe, nurturing and stimulating environment where we teach and encourage all our children to realise their full potential and develop the necessary skills to become independent individuals in the wider community and active citizens of the future.

Our Aims:

- encourage curiosity, self-esteem, independence and a love of learning
- provide experiences which are 'aspirational'; to encourage and promote positive attitudes, mutual respect, consideration of others and high standards of behaviour
- provide high quality teaching and learning through working in partnership with teaching alliances and educational institutions using imaginative ways of delivering a broad curriculum to stimulate and challenge our children
- develop the necessary skills to enable children to become independent, confident and effective learners
- provide a safe and supportive learning environment where everyone is valued and respected
- establish positive, cohesive and effective relationships between staff, pupils, parents and the wider community
- take pride in taking care of the school environment and feel proud to be part of the Crabtree Academy Trust, striving for continuous improvement in all that we do
- celebrate effort and success and build children's confidence, enabling them to take risks in their learning



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Key responsibilities

Main purpose of role

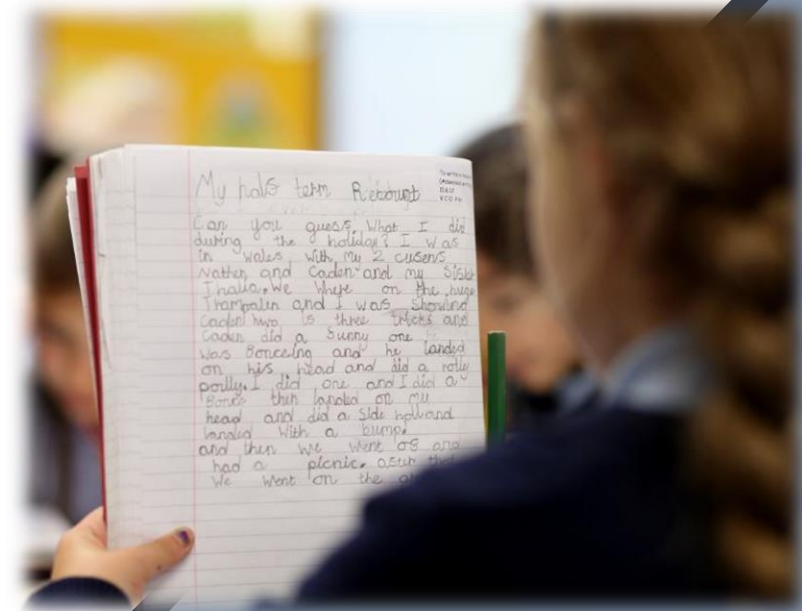
- ❖ Overall responsibility for providing leadership for both schools to secure their success and continuous improvement, ensuring high quality education for all its pupils and improved standards of teaching and learning in line with statutory requirements.
- ❖ In The Crabtree Schools and Academy Trust Pay Policy the Headteacher and all teaching staff are employed in accordance with the provisions of the School Teachers' Pay and Conditions Document. In reviewing pay ranges in the future the Trust will have regard to any changes contained within the School Teachers' Pay and Conditions Document.
- ❖ The appointment is subject to the current conditions of employment of Headteachers, contained in the Schools Teachers' Pay and Conditions document, the School Standards and Framework Act 1998 and all other current education, employment and health and safety legislation. This job description reflects the national standards of excellence for Headteachers in 2015.
- ❖ This Job description reflects the national standards of excellence for Headteachers 2015.

The Duties and Responsibilities

The *National Standards of Excellence for Headteachers* are set out in 4 domains:

- ❖ Qualities and Knowledge
- ❖ Pupils and staff
- ❖ Systems and process
- ❖ The self-improving school system

Within each domain there are key characteristics expected of the nation's Headteachers; some of these have been expanded to give a more comprehensive description of the role.



Domain 1 - Qualities and knowledge

1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for Early Years, Key Stage 1 and Key Stage 2 pupils.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
3. Lead by example across the Academy Trust - 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.
5. Work with political and financial astuteness, within a clear set of principles centred on the Trust's vision, ably translating local and national policy into the Trust's context.
6. Communicate compellingly the Crabtree Academy Trust vision and drive the strategic leadership, empowering all pupils and staff to excel.

Domain 2 - Pupils and staff

1. Demand ambitious standards 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 across the Trust through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design for this age range.
3. This is likely to include an understanding of spaces to play and outdoor learning to enrich curriculum opportunities and pupils' well-being.
4. 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.
5. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
6. Hold all staff to account for their professional conduct and practice.
7. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.

Domain 3 - Systems and processes

1. Ensure that the Trust's systems, organisation and processes are well considered across both school's settings, are efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. 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 across the Trust, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the Academy Trust governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Executive 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 across the Trust, in the best interests of pupils' achievements and the school's sustainability.
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 4 - Self-improving school system

1. Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services 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 for all staff.
5. 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.

Person Specification

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
Qualifications and Knowledge				
QTS	E	✓		
Degree or Equivalent	E	✓		
Commitment to knowledge and/or understanding of working with EYFS, KS1 and KS2 pupils	E	✓	✓	✓
Professional Development				
Evidence of recent, successful and appropriate development experience to prepare for a post at this level	E	✓	✓	✓
Evidence of recent leadership and management professional development	E	✓	✓	✓
Has successfully undertaken appropriate Child Protection Training/Designate Safeguarding Lead Training	E	✓		
Has successfully undertaken approved safer recruitment training	E	✓		

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
Leadership Skills				
Ability to articulate a clear vision for the future	E		✓	
Proven record of inspiring, enabling and motivating others at a senior level to succeed	E	✓	✓	✓
Able to delegate and effectively achieve outcomes and provide development opportunities for staff	E	✓	✓	✓
Excellent communication skills, including written and verbal communication skills and experience of different media outlets, including social media for professional use	E	✓	✓	
Ability to build effective relationships with senior leaders, staff, parents, governors and other stakeholders	E	✓	✓	
Ability to demonstrate use of research to inform whole school CPD and develop best practice	D	✓	✓	
Able to demonstrate what a self-improving school would look like	D	✓	✓	

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
Whole School Leadership and Management Experience				
Recent, successful leadership as a highly successful Head, Deputy or school improvement lead	D	✓	✓	✓
Has led whole school self-evaluation and development planning	E	✓	✓	
Experience of implementing a strategic plan across the whole school, identifying priorities and evaluating the impact	D	✓	✓	
Evidence of excellent communication and dialogue with the parent body	D	✓	✓	
Has experience of interpreting whole school data sets and putting systems in place to gain improvement	D	✓	✓	
Experience, working knowledge and understanding of strategic financial planning and budgetary management and their contribution to school development and pupil achievement	E	✓	✓	
Have had responsibility for whole school policy development and implementation	D	✓	✓	
Experience or working with stakeholders including governors and school improvement partners	E	✓	✓	
Absolute commitment to safeguarding	E		✓	✓
Evidence of commitment to promoting health and safety and the welfare of children	E		✓	✓
Absolute commitment to inclusion	E	✓	✓	✓

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
Personal Qualities				
A genuine passion for educating young children, coupled with the ability and enthusiasm, to see every child fulfil their potential	E	✓	✓	✓
Leads by example with integrity and resilience	E	✓	✓	✓
Visible and approachable, empathetic and enjoys engaging with children, staff parents and the wider community	E		✓	✓
Demonstrates resilience whilst also showing compassion in dealing with issues	E		✓	✓
A people person who actively enjoys communication with the different stakeholders in the school community (including listening to and inspiring children, staff, parents and the wider community)	E		✓	✓
Natural networker able to engage effectively within school and the wider community	E		✓	✓
Flexible leadership style, being 'hands on' when required, balanced with knowing when to delegate	E	✓	✓	✓
Demonstrates a capacity for sustained hard work with energy and enthusiasm	E		✓	✓

Completing your application pack

Application Form

Using the standard application form provided (CVs are not accepted) please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education. Include all the training you have completed, particularly those in recent years which have helped to prepare you for headship.

Person Specification and Personal Statement

When writing your responses, it is really important you address each of the requirements in the person specification. Ensure that you give evidence of additional aspects such as training and qualifications, together with your background and experience within the personal statement.

Covering letter

You may also wish to include a covering letter of no more than two sides of A4 paper and at a font size of no less than Arial size 11.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turn around. Preferred referees are your last two employers and you should provide their official organisation email address for us to contact. One referee is likely to be your last Headteacher or Chair of Governors.



Important dates and information

Leadership range	£60,945 - £70,423 (up to £74,952)
Pay range	L18 – L24 (Salary negotiable for the right candidate up to L27)
Start date	1 st September 2018
Closing date	Wednesday 18 th April at 9am (NB: please see Chair's letter regarding school visits after this closing date)
Shortlisting date	Thursday 19 th April
Interview date	Wednesday 25 th April

Visit the school	Please contact admin@crabtreejm.herts.sch.uk or 01582 623501
Visit the school websites	www.crabtreejm.herts.sch.uk & www.crabtreeinfants.herts.sch.uk
Visit the Teach in Herts website	www.teachinherts.com
Send your completed application form to	leadership.recruitment@hertsforlearning.co.uk
Any questions, call the leadership recruitment team	01438 845785

Crabtree Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. This post will require an Enhanced Disclosure and Barring Service check (DBS).

