



Primary Executive Headteacher Candidate Information Pack





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Welcome from the Chief Executive Officer

Thank you for your interest in the new position of Primary Executive Headteacher for Anglian Learning.

We are an ambitious, outward looking multi-academy trust, currently consisting of four secondary schools in Cambridgeshire but set to grow further in the near future, through the establishment of our first Primary Hub. We are passionate in our belief that all young people deserve to have access to an outstanding education; we are determined that this will be the case for all those in our school communities.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to new ideas and alternative perspectives. We are firmly committed to maintaining the individual ethos and identity of each school, whilst all sharing the same core trust values and goals.

We are looking for an outstanding individual who will play a leading role in the future success of our Trust by leading the development of our Primary Hubs. If you relish working in a vibrant and open community, within a role that will give you the opportunity to make a real difference to the future lives of countless young people, this position may well be for you.

If you would like an informal discussion or visit in advance of making an application, please do not hesitate to contact my PA, Jane Taylor on jtaylor@bottishamvc.org

I hope that you find the information in this booklet helpful. If you would like to make an application, please do so by completing the Anglian Learning Application Form, together with a letter of application, of no more than 2 sides of A4, outlining how your skills and experiences will enable you to be successful in this role.

We very much look forward to receiving your application.

Kind regards

Kate Evans

CEO Anglian Learning





Anglian Learning, a unique multi academy trust

Our members share the firm belief that successful learning communities are underpinned by ambitious vision, trust and strong inspirational leadership at all levels of the organisation. Through membership of Anglian Learning, these values are reinforced by working with like-minded schools, leaders and teachers, to make a difference to the lives of our young people. We believe that we have a shared responsibility, through support and challenge, to ensure that all our academies can offer an outstanding education to all students.

We are now looking to expand our Trust Leadership Team to ensure that we maintain the momentum that has propelled us through our first year as a trust. Anglian Learning is an innovative, ground breaking partnership, formed by the voluntary merger of three highly successful secondary school academy trusts in Cambridgeshire; we recognised that uniting together as successful schools in one multi academy trust provided significantly enhanced capacity for mutual support and challenge. The founding members of Anglian Learning are Bassingbourn Village College, Bottisham Village College, Sawston Village College and The Netherhall School & Sixth Form College. In total we currently have approximately 4000 students in our community. Further information about each of our schools can be found by visiting their websites.



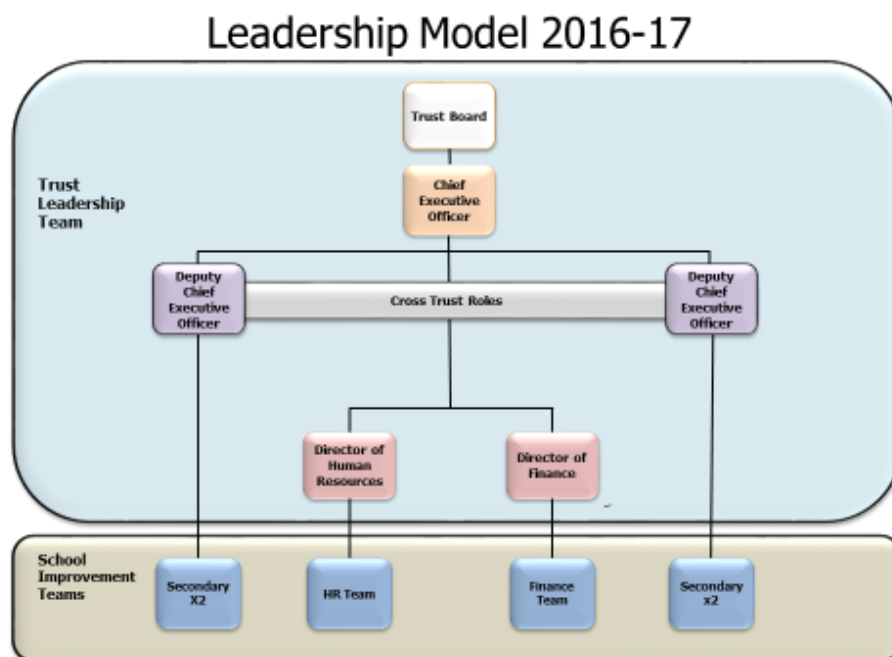
We are committed to ensuring that all Anglian Learning schools aspire to consistently achieve overall progress measures that are significantly above national expectations and place them in the top 10% of school nationally.

We aim to achieve this by raising achievement of all young people and using the collective energy of the Trust to improve life chances by:

- Developing a dynamic and inspirational culture for teaching and learning excellence.
- Providing pupils with stimulating and valuable enrichment opportunities across the curriculum.
- Building a curriculum and assessment structure that will enable teachers, pupils and parents to celebrate success.
- Encouraging innovation and risk-taking through a focus on research and best practice locally, nationally and internationally.
- Promoting, enabling and supporting leadership at all levels to flourish in individual schools and across the Trust.

Anglian Learning currently aims to deliver this agenda through a unique, trust leadership structure which includes an experienced CEO, supported by two existing school Principals and trained Ofsted Inspectors, as Deputy CEOs, with a particular focus on leading school improvement and quality assurance functions. In addition, Anglian Learning has a clear commitment to working beyond its own borders, as evidenced through their joint leadership of a cross-phase teaching school alliance, and membership of one other; a strong track record in delivering school to school support; a successful record of partnership, collaboration and investment in Cambridgeshire schools and a deep commitment to developing excellent local schools for the emerging new communities of the city of Cambridge.

In addition, the leadership team also currently consists of highly qualified and experienced Directors of HR and Finance.



Establishment of Primary Hubs

From the outset Anglian Learning has been committed to developing into a cross-phase multi-academy trust.

Our vision is to develop a number of Primary Hubs, consisting of 5 or 6 schools, under the leadership of an outstanding Primary Executive Headteacher who will work with headteachers to establish a culture of collaboration, which combined with mutual challenge and support, will drive improvements in all schools.

Our intention is to establish the first such hub by the end of 2017; we currently have three primary schools who are committed to embarking on the initial due diligence phase, under the leadership of an external consultant who has worked with us on a number of conversion projects.

Free School Applications

As part of our commitment to our local community, we have submitted an application to the DfE to establish The Wing Primary School as a Free School on a new development to the East of Cambridge. Following an interview at the Department for Education in February, we are anticipating hearing the outcome in the near future. If successful, it is anticipated that the school will open in September 2019. It is likely that we will be submitting further Free School bids in the near future.



OUR CHARTER

Anglian Learning actively pursues a collective responsibility for achieving excellent outcomes for all learners across our Trust through clusters of self-sustaining, community-based schools that celebrate innovation, creativity and individuality.

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Promoting, enabling and supporting leadership at all levels to flourish in individual schools and across the Trust.

The Learning Charter	The Leadership Charter	The Operational Charter
<ul style="list-style-type: none"> • Raise aspirations through high order thinking, creativity and entrepreneurship underpinned by the systematic embedding of literacy and numeracy skills. • Challenge and inspire all learners through innovative and research-driven approaches to teaching utilising strong subject and sector expertise. • Develop reflective, resilient and independent life long learners with strong interpersonal and communication skills. • Personalised support and feedback to meet the specific needs of individuals, especially those who are most vulnerable. • Develop a broad understanding and appreciation of the modern British values that celebrates and respects equality and diversity. 	<ul style="list-style-type: none"> • Openness, honesty and integrity. Professional challenge through evidence-based discussion based upon our values and ethos. • Passion and enthusiasm. Intellectual solutions are commonplace and leaders help everyone to create the future successes that improve the life chances of our young people. • Innovation and creativity. Leaders enable people to be different, take calculated risks and challenge them to find effective solutions. • Courage, humility and resilience. Courage to try new things, make mistakes and to seek solutions/advice from others. • Trust. Leadership is based upon mutual trust and a strong appreciation of the importance of each individual's role to the collective success of the Trust. 	<ul style="list-style-type: none"> • Centralisation of key services to maximise the impact of resources on the quality of learning and teaching. (HR, PR, Legal, Finance, ICT and Premises) • Monitoring through quality assurance programmes, data collection and strong governance. • Central leadership providing professional peer challenge and coaching. • Ensuring effective recruitment, retention and professional development of all staff incorporating opportunities for developmental cross Trust roles. • Specific Schemes of Delegation to structure and support governance across the Trust.

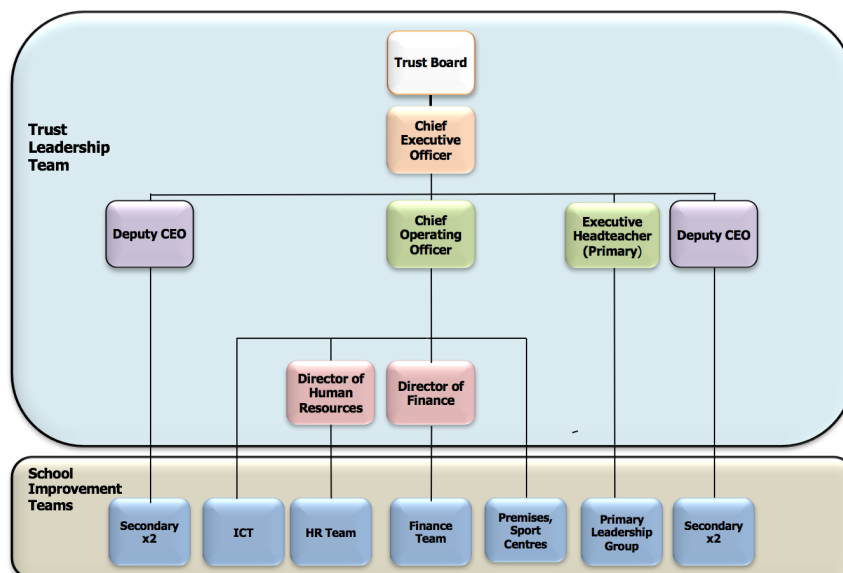
Anglian Learning is a Multi Academy Trust.
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 01223 811250 office@anglianlearning.org www.anglianlearning.org
 Company registration number 07564749

The Vacancy

Due to the on-going expansion and success of the Trust, there is now a need for a new post within the Trust Leadership Team. We are seeking to appoint an exceptional Primary Executive Headteacher, who has the vision, skills and experience to lead the strategic development of our first Primary Hub, working in close partnership with Primary Headteachers, governors and a range of other key stakeholders.

The position would be suitable for an inspirational and innovative leader, committed to continual improvement and with proven strategic leadership and management experience. We are seeking a candidate with excellent interpersonal skills, with the ability to strengthen partnerships and with a strong commitment to our values.

Leadership model from September 2017



In return, we can offer you a rewarding future in a friendly and supportive environment with a team of dedicated and talented staff who are committed to providing the best developmental opportunities to all of the young people in our care.





Job advert

Primary Executive Headteacher L28 (£75,708) to L34 (£87,695)

Anglian Learning, a unique trust working in partnerships

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In return, we can offer you a rewarding future in a friendly and supportive environment with a team of dedicated and talented staff who are committed to providing the best developmental opportunities to all of the young people in each of our care.

To make an application please complete the Anglian Learning Application Form, together with a Letter of Application, of no more than 2 sides of A4, outlining how your skills and experiences will enable you to be successful in this role.

Closing date: 9am Monday 24th April

Interviews: 4th & 5th May

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check.

The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.



Job Description

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Post title: Primary Executive Headteacher
Salary: L28 (£75,708) to L34 (£87,695)
Responsible to: CEO

Core purpose

The Primary Executive Headteacher will:

- Proactively promote and demonstrate the vision and values of the Anglian Learning Charter so that it is understood and acted upon by all stakeholders
- Lead the establishment and development of Anglian Learning Primary Hubs, fostering a culture of collaboration, promoting educational excellence and ensuring outstanding outcomes for all children.
- Contribute to the strategic leadership of Anglian Learning as part of the Trust Leadership team and represent the Trust externally, as appropriate
- Raise the profile of Anglian Learning, locally, regionally and nationally
- Ensure that outstanding safeguarding procedures are in place in all primary schools
- If required, take over direct leadership of a primary school within the Trust
- Fulfil all the requirements and duties set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of a Headteacher(Executive)
- Meet the standards set out in the National Standards of Excellence for Headteachers (2015)

Qualities and Knowledge

- Understand fully the current legal requirements, national and local policies and guidance on safeguarding and the promotion of well-being, to ensure that all requirements are met.
- Leading by example and being personally visible, provide dynamic, consistent and motivational leadership, ensuring the successful delivery of the vision, ethos, aims and objectives of the schools and Anglian Learning.
- Translate the vision into agreed objectives and operational plans, securing support and commitment from key stakeholders and successfully delivering against them.
- Gain commitment to the need for improvement, creating an environment of high expectations, creativity and aspiration.
- Work with each Headteacher and Local Governing Body to develop a shared vision and strategic plan for each school, which is responsive to the communities they serve.
- Work with each Headteacher to secure the commitment of parents, key stakeholders and the wider community to the vision and direction of the schools and the Trust.
- Critically evaluate each school's performance and ensure performance targets are achieved, including those in vulnerable groups.
- Work with political and financial astuteness to plan for the future needs and further development of the schools.
- Ensure regular, open communication with the Trust Board to enable the Board to meet its responsibilities.

Students and staff

- Work with all stakeholders to create an inspiring, inclusive and empowering learning environment and ethos in which all staff and students achieve success and thrive as individuals.
- Put the students and their learning at the heart of every decision made, so that students make exceptional progress and the schools contribute fully to students' personal development, intellectually, physically, socially, culturally, morally and spiritually.
- Promote safeguarding and the welfare of all students in a nurturing, inclusive environment.
- Ensure schools engage the learner through creating effective, interesting and relevant teaching and learning with well-qualified and creative teachers and support staff.
- Ensure a culture that supports and facilitates students to take ownership of their own learning.
- Develop an inclusive and supportive approach so that all children, the community and all stakeholders feel welcome.
- Encourage a broad enrichment programme and support the development of life-long learning in all schools.
- Secure and sustain effective, high quality teaching and learning by ensuring each Headteacher and Senior Leadership Team has in place sound strategies for monitoring and evaluating the quality of teaching and standards of students' achievement, using benchmarks and setting targets for rapid improvement of all children, especially those in vulnerable groups.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning across the Hub.



Systems and Process

- Line manage the Primary Headteachers within the Primary Hub.
- Ensure the Trust's priorities are consistently and effectively implemented, through the development strategic plans and quality assurance systems.
- Through robust and effective monitoring and self-evaluation, identify and act on areas of improvement.
- Ensure that parents, carers and students are fully engaged and well informed about each school's performance and future direction.
- Work with the Headteachers to advise the Trust on the formulation of annual budgets.
- Ensure regular monitoring of the budget and the oversight of the use of resources in order to ensure that each school meets its objectives.
- Work with the Headteachers to recruit and retain staff of the highest quality.
- Ensure that robust assessment data analysis is used to set challenging targets.
- Oversee the implementation of Trust policies and procedures ensuring consistent application and monitoring for impact.
- Working with the Trust Leadership Team, plan for the future needs and further development of the Primary Hubs.
- Lead the development of future Free School bids for primary schools.
- Ensure all agreed governance reporting mechanisms are effectively in place.
- Work with the COO, Trust Leadership Team and Headteachers to maximise the level of external funding that is attracted to support each school's development.

The self –improving school system

- Treat everyone fairly and equitably demonstrating Anglian Learning core values.
- Develop a culture of personal responsibility that both recognises excellence and supports appropriate strategies to deal with under performance in accordance with Trust procedures.
- Regularly review own practice, set personal targets and take responsibility for own professional development.
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development, based on assessment of needs as identified through the appraisal process.
- Develop strong leadership capacity at all levels, through coaching and other strategies.
- Ensure staff across the Trust have opportunities for career development and develop processes to grow our own talent.
- Keep abreast of educational developments and best management practice in order to introduce appropriate innovation.
- Make a contribution to the Anglian Learning research culture and best practice dissemination.
- Develop strong, positive, collaborative relationships with colleagues across the Trust.
- Participate in Trust wide activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the schools and the Trust in a local and national context.

Other Responsibilities

- These duties are not exclusive nor exhaustive and further duties and responsibilities may be required as commensurate with the post at the request of the CEO.

Person Specification

Post: Executive Headteacher

This person specification reflects the *National Standards of Excellence for Headteachers 2015*.

Requirements	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Graduate with qualified teacher status Evidence of continuous and relevant professional development as a school leader 	<ul style="list-style-type: none"> NPQH or equivalent Higher degree SLE/NLE status
Knowledge	<ul style="list-style-type: none"> Knowledge of: teaching in, and leading primary schools curriculum development and effective pedagogies current legislation and developments in education including inspection frameworks and safeguarding 	<ul style="list-style-type: none"> safer recruitment training leading STEM subjects
Experience	<ul style="list-style-type: none"> Experience of: successful senior leadership and management at head teacher level recent and relevant in-service professional development and training including safeguarding strategic financial planning, effective management of staff, funding and resources analysing performance data for the purposes of target setting and evaluation curriculum innovation building high performing teams and motivating staff to excel monitoring performance and successfully addressing underperformance overcoming disadvantage and advancing equality the 'narrowing the gap' and vulnerable children standards agenda developing partnership and learning between schools 	<ul style="list-style-type: none"> Experience of: headship in more than one school teaching across the EYFS and Key Stages 1 and 2 leading STEM subjects successfully delivering school to school support and improvement leading educational research leading an Academy the academy conversion process Multi-Academy Trusts media relationships

Requirements	Essential	Desirable
Qualities	<ul style="list-style-type: none"> • demonstrate a passion for teaching and learning • communicate effectively with a 'can do' attitude and develop positive relationships • demonstrate excellent interpersonal skills • be decisive, consistent and focused on solutions • analytical and reflective with the ability to accurately self-evaluate • demonstrate the capacity to lead others, be resilient and adaptable • be able to motivate and inspire others • listen carefully and consider the views of others • be mindful of the well-being of all 	
Skills	<ul style="list-style-type: none"> • an exceptional leader with proven interpersonal skills and a positive outlook • a collaborative and inspirational leadership style, setting high expectations • hold and articulate clear values and moral purpose focussed on providing outstanding education for all children • an excellent communicator with the strength of character to work with the whole school community • proven ability to develop, communicate and successfully implement strategies that show positive impact • proven ability to inspire, challenge, motivate and empower others to implement the Trust vision and achieve high performance • demonstrate personal and professional integrity, inspiring confidence and trust • proven ability to lead an organisation successfully through a period of change • excellent organisational skills and ability to work to deadlines • understanding of and competent use of IT to aid and improve the quality of teaching, learning and administration. • proven ability to interpret statistical data and manage budgets • proven ability to create, build and retain effective staffing structures, instilling a strong sense of accountability • excellent written communication skills • confidence and competence in public speaking and delivering presentations • influence effectively at all levels of an organisation • promote the use of research based evidence to enhance CPD in order to move teaching, learning and leadership forward at all levels 	<ul style="list-style-type: none"> • Ofsted trained

Requirements	Essential	Desirable
Relationships	<ul style="list-style-type: none"> • promote positive relationships and enthusiasm • promote the schools within the community and enthuse others to contribute to the development of the Primary Hub • proven experience of communicating effectively with the whole school community • lead by example whilst adopting a flexible management style that involves appropriate stakeholders in decision making. • proven effective relationships with pupils, parents, colleagues, the Governing Body/Trust Board • proven track record of collaborative working with other schools 	

Anglian Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.



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