



RECRUITMENT PACK:
HEADTEACHER
QUEEN EMMA'S PRIMARY SCHOOL

Burwell Drive, Witney, OX28 5JW

www.queen-emmas.oxon.sch.uk

Introduction from the Chair of Governors and the Chief Executive

On behalf of the Governing Body and the Trust Board, we would like to thank you for your interest in applying for the role of Headteacher at Queen Emma's Primary School. In this recruitment pack we aim to share with you why we think Queen Emma's is such a special learning environment and to give you the information to encourage you to apply. In addition to the information enclosed here we would very much like to give you the opportunity to visit and meet us before you apply.

Opportunities like this don't come along that often. This could be your chance to make a real difference to the learning success of our children and play a key role in our Trust family of schools. If you relish the prospect of working with children – including some from challenging backgrounds, are passionate about making a real difference to their future and are uncompromising in your determination to ensure that they receive the outstanding education they deserve, this could be the next step in your career.

There is a supportive and highly skilled Board of Governors, with whom the appointee will be expected to work collaboratively. The Trust Board is ambitious for all our schools and the successful candidate will be part of the Trust's Executive Team. Similarly, there is a strong, energetic and enthusiastic staff team to support the appointee, who will appreciate the direction of someone with, typically, previous headship or similar school leadership experience.

Children at Queen Emma's are very well-behaved, hard-working and extremely proud of their school; their enthusiasm is truly inspiring. The school is a Read Write Inc. school and delivers its curriculum through 'Cornerstones'. Colleagues work collaboratively with other professionals in our Trust and the team approach is central to our success. Our professional development opportunities are gold standard. The Trust invests heavily in professional development and believes it to be of paramount importance; we ensure that, at whatever stage in their career, teachers and support staff have access to high quality development opportunities.

The school is rapidly moving through the 'improve' phase and everyone's hard work and commitment is evident in our 2018 professional predictions: 84% ELG, 95% phonics screening. KS1 reading 82%, writing 72%, mathematics 80% and KS2 reading 72%, writing 69%, mathematics 79%.

The school also benefits from a very committed staff team, a passionate governing body and a Trust Board that leads with moral purpose. Headteachers are well supported by the Trust's Director of Education. This not only enables lateral communication but facilitates school improvement activity based on our belief that leadership is about collective capacity.

If you feel that you would like to be part of this progressive team, then please get in touch. We would be delighted to meet you.

Kate Sutton

Chair of Governors

Wendy Hemmingsley

Chief Executive

Our Vision – Transforming Lives Through Inspirational Education

All schools within The MILL Academy Trust work closely with each other as a ‘family of schools’. Indeed, each school individually and collectively forms the trust: the trust as a whole is not a separate body or group of people but rather one single organisation made up of all the academies with one single vision and shared set of values. Together we all work to ensure that all children, irrespective of their starting point, receive an excellent education. We pride ourselves in meeting the needs of all children in our care, including those who are most vulnerable or challenging. These groups of students are a major priority and we work closely with families in helping to raise their children’s self-esteem, resilience and subsequent achievement and attainment. We want to transform the life-chances of our children by focussing on raising standards, particularly the basic skills of literacy and numeracy as well as employability skills so that our children have the best possible start in life.

Our Values

Queen Emma’s Primary School upholds and lives the MILL values of Motivate, Inspire, Learn and Lead. All members of our school community are expected to behave in accordance with our three expectations: ready, respectful and safe. Our approach is simple and effective and our expectations are high.

Job title: Headteacher

Responsible to:	The Local Governing Body and The Academy Chief Executive
Location:	Queen Emma's Primary School
Salary:	Leadership 15-21
Working Pattern:	Full-time
Disclosure level:	Enhanced
Job Purpose:	To provide strategic leadership and teaching that secures success and continuous improvement for the school, ensuring high quality education for all pupils and the highest standards of learning and achievement.

Specific responsibilities will include:

Leadership

- In consultation with the Trust and Governors, to lead the evolution of the School Improvement Plan to reflect current strategies, and to underpin them with a suite of effective school policies.
- To lead the Staff Team, aligning them to the vision and strategies, supporting their growth and development, enabling them to achieve their very best performance, and ensuring clarity and consistency of communication.
- To be the ambassador for the School in the wider sense, engaging parents and other members of the community, building and maintaining an effective relationship with other schools in the MILL Academy, the Witney partnership, and promoting the School widely to enable its continued growth and prosperity.
- To take the lead on evolving the School's long term strategic plan.

Ethos

- To maintain the Trust values and to encourage in pupils a sense of self-esteem, respect, tolerance, kindness and decency.
- To maintain an ethos in which all individuals feel valued.
- To ensure that all members of the school community identify positively with their school, with the community and the multicultural society in which we live.

Management of key processes

- To organise, monitor and evaluate the available resources (staff, financial and physical) according to the school's aims, objectives and development plan in consultation with staff and governors.
- To manage the school budget and develop the future financial plans for the school in line with the school development plan.

- To ensure the effective management of all health and safety matters within their sphere of control in accordance with the health and safety policy.
- With the support of the Academy HR team, to be responsible for the appointment of teaching and support staff and to ensure levels of performance necessary to achieve the agreed aims and objectives of the school; to manage staff performance throughout the year; to provide coaching, mentoring, and support for continuous professional development to ensure that teaching and leadership practice is leading edge.
- To take full responsibility for promoting and safeguarding the welfare of the children and adults at the school.
- To develop and maintain positive home-school co-operation and links.
- To report performance tracking data to Governors in order to ensure an effective process for assessing pupil progress and school performance.

Pupils

- To ensure that pupils receive high quality, rounded educational experiences which lead to and enable enjoyment in learning and academic progress.
- To ensure that assessment and monitoring requirements are carried out effectively.
- To have overall responsibility for pupil behaviour and discipline, including the smooth running of the school day; start, finish, breaks and lunchtimes.

Curriculum

- To develop and maintain a broad and balanced curriculum which is relevant to the needs and aspirations of all pupils.
- To ensure that the curriculum is regularly reviewed, evaluated and updated taking account of local and national initiatives, policies and statutes, in co-operation with colleagues, governors, and the MILL Executive Team.
- To have an overall co-ordination role for curriculum subject areas and/or cross-curricular initiatives where necessary.
- To support the development of the curriculum through delegating and distributing responsibilities to SLT.

Teaching

- To contribute to the development of learning and teaching in the school with an innovative and enthusiastic approach.
- To ensure that the curriculum is taught in a broad, balanced, challenging and coherent manner, relevant to the needs and aspirations of all pupils.
- To have clear structures in place for the identification of children with specific skills and abilities, or those with Special Educational Needs.
- To monitor classroom practice and to be responsible for the evaluation of the overall quality of teaching in the school, to demonstrate good practice.
- To lead the learning and teaching within the school through excellent practice. As the lead professional, the Headteacher would be expected to lead by example.

General

The Headteacher will take overall responsibility for the organisation and management of the school in accordance with: the Academy funding agreement, Academy schemes of delegation, pay and employment policies, School and Mill Academy policies.

Person Specification

Qualifications & Training	Essential/Desirable	A/I
Qualified teacher status	E	A
Clear evidence of continuing professional development	E	A I
National Professional Qualification for Headship (NPQH)	D	A
SENCO qualified	D	A
Skills & Experience		
Experience of strategic leadership in a school environment	E	A I
Experience of Foundation, KS1 & KS2	E	A
Successful track record as an outstanding teacher	E	A I
Thorough understanding of child safeguarding and proven experience of promoting child wellbeing	E	A I
Knowledge of Read Write Inc programmes	D	A
Knowledge of Cornerstones Curriculum	D	A
Knowledge of ScholarPack MIS	D	A

A Application

I Interview

The Application Process

We are seeking to appoint the best possible candidate and our recruitment process will reflect our desire to undertake all possible measures to achieve this.

Applicants should download the teaching staff application form using the following link: <http://millacademy.co.uk/vacancies/>. In addition to the completed application form please submit a letter of application that is no more than two sides of A4.

Suitable and interested applicants are encouraged to make contact with our HR Manager, Kirsty Cantley, on 01993 848166 who can arrange for an informal discussion. Visits to the school are warmly welcomed and can be arranged during the Easter holiday period or on Monday 16th or Wednesday 18th April by emailing the School Business Manager, Cathryn Taylor at Cathryn.taylor@queen-emmas.oxon.sch.uk.

The closing date for applications is 19th April 2018 **at 8am**.

Shortlisting will take place shortly after the closing date and candidates will be notified further only if they are successful in being shortlisted. **Interviews will take place on Wednesday 25th April 2018.**