



Executive Headteacher Recruitment Pack

Spring 2017



Pratts Bottom Primary School

Hookwood Road

Pratts Bottom

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

Part of the South Orpington Learning Alliance Trust (SOLA) family

Executive Headteacher

Dates: Apply by 12th June 2017 (12.00 noon)

Interview: Week starting 12th June 2017

Salary: A salary range to be determined subject to experience but within the range L18-L27

Location: Bromley

Contract time: One day a week

Contract term: Permanent

Pratts Bottom Primary School is an exciting academy, a small school with a big heart! The trust is delighted to now offer a new and exciting role within Pratts Bottom Primary School, as Executive Headteacher. The role will build upon the existing success of the school and work alongside a full time Head of School to provide effective structures that continually improve standards. Our school is at the heart of the local community and the Executive Headteacher will play a key role in strengthening relationships with all existing stakeholders and directing strategy. We also work extremely effectively with the other five academies in the SOLA trust.

The Pratts Bottom community endeavours to develop happy, inquisitive and motivated learners who are ambitious and equipped to meet future challenges. The core values of our school are:

- Kindness and compassion
- Confidence and self-belief
- Independence and resilience
- A sense of responsibility towards ourselves and our world

Pratts Bottom Primary School is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and external agencies to share this commitment. We are an equal opportunities employer. The successful candidate will be subject to a DBS check, medical clearance and a satisfactory reference.

If you would like to visit Pratts Bottom Primary School prior to applying please contact Linda Vineall, PA to the CEO of the SOLA trust, on 01689 851 653 to make arrangements.

For an application pack please download the document on the TES website or from

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



Dear Applicant,

Executive Headteacher

We are delighted that you are interested in applying for the advertised Executive Headteacher at Pratts Bottom Primary School.

We are looking to appoint an outstanding senior leader who will build on our successes and be instrumental in helping to shape the future of this school.

Pratts Bottom Primary School has been at the centre of the Pratts Bottom community for over a century. Playing an important, stable and longstanding role in the village belies the change this school has recently undertaken moving from maintained to Multi-Academy Trust status. The role of Executive Headteacher is new to the school and alongside a full time Head of School the role will offer the school and its children further depth and range to its leadership.

At Pratts Bottom Primary School we have a cohesive and committed group of professionals with an excellent mixture of experience and youth. The trust believes strongly that our children are entitled to the very best education possible so that they are well prepared to succeed in their future lives.

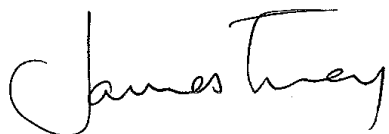
The trust believes that we must appoint an Executive Headteacher who shares the vision of the trust and is ambitious for the school and most of all, for our children. This is a brilliant opportunity for a person with significant senior leadership experience to work with a Head of School to offer inspiring leadership to the school.

The trust are seeking to appoint someone who is aspirational for themselves and for the children and who has high expectations and is able to role model the very best practice, as well as develop staff professionally to deliver outstanding outcomes. The person appointed will be creative and able to think and plan strategically.

Visits to the school are encouraged. If you would like to arrange a visit please contact the school on 01689 851 653.

We look forward to receiving your application form. Your application should address the **job specification** and be in school before midday on Monday 12th June 2017. Interviews will take place the week starting 12th June 2017.

Best wishes

A handwritten signature in black ink that reads "James Turvey". The signature is written in a cursive style with a large, looped 'J' and a trailing flourish.

James Turvey

Chief Executive Officer

Job Description: Executive Headteacher

Location: Pratts Bottom Primary School

Reporting to: Chief Executive Officer of the SOLA trust

Grade: A salary range to be determined subject to experience but within the range L18-L27

This post is a day a week and is available from September 2017

The Executive Headteacher is based at one school but works for the South Orpington Learning Alliance Multi-Academy Trust.

Core Purpose:

The Executive Principal is accountable overall to the trustees of the trust for ensuring the educational success of Pratts Bottom Primary School within the overall framework of the MAT strategic plan. They are responsible for all aspects of the internal organisation, professional leadership, and management. They should create a culture of constant improvement and be an inspirational leader, committed to the highest achievement for all in all areas of the academies work. The Executive Headteacher will be expected to provide support to the Head of School including development and implementation of the academy strategic plan and school improvement policies.

1. Shaping the Future (Strategic Leadership):

- Working with the Head of School and local governing body under the guidance of the trust to develop the shared vision and strategic plan for the school, responsive to the community it serves. At the core of this should be the educational and personal development of the pupils and staff across the school
- Work with the trustees of the trust, governors and staff to define and implement the schools' vision and strategic direction so that it is understood and acted upon by all stakeholders
- Create and implement a strategic plan, underpinned by sound financial planning which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement
- Ensure that the management, finance, organisation and administration of the school supports its vision and aims
- Plan for the future needs and further development of the school within the local and national context
- Ensure raising aspiration, achievement and attainment is achieved through an inclusive, sustainable and innovative lifelong education environment
- Ensure Pratts Bottom Primary School achieves its performance targets
- Promote the school to a range of audiences
- Secure the commitment of parents and the wider community to the vision and direction of the school
- Work with all stakeholders to generate enthusiasm and commitment
- Challenge, motivate and empower others to attain ambitious outcomes.

2. Leading Learning and Teaching:

- Secure and sustain effective teaching and learning throughout the school by monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement. This should include those with special educational or linguistic needs in order to set and meet challenging, realistic targets for improvement

- Promote excellence in teaching and learning, ensuring a continuous and consistent school- wide focus on pupils' achievement and development (moral, spiritual, physical and social, as well as academic)
- Ensure that a high quality educational experience is available for all children and young people
- Agree a curriculum policy with trustees and governors to meet statutory and pupil requirements
- Determine, organise and implement the curriculum and its assessment. Through monitoring and evaluation, identify and act on areas of improvement
- Build a personalised curriculum with individualised learning support
- Develop an inclusive and supportive approach so that the school is a place where all young people feel welcome
- Ensure that effective and appropriate pastoral support is available to all children
- Establish creative, responsive and effective learning in all curriculum areas
- Establish a flourishing enrichment programme
- Ensure the successful creation, implementation and development of extra and cross curricular activities to enrich and broaden student experience
- Create a culture of challenge, support and high expectations
- Use performance data to guide and inform parents/carers as required.

3. Raising aspiration, achievement and attainment:

- Ensure that the needs and aspirations of each child are met through personalised learning and mentoring
- Ensure that assessment data is used to set challenging targets
- Challenge practice to ensure a stimulating learning environment
- Ensure school-wide priorities are consistently and effectively implemented

4. Developing Self and Working with Others:

- Treat everyone within the academy fairly, equitably and with respect
- Develop a culture of personal responsibility that recognises excellence and supports appropriate strategies to deal with under performance
- Ensure a high standard of professional development for all staff and for self
- Work with all staff to build effective teams
- Sustain their own motivation and that of other staff
- 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
- Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the academies
- Develop the capacity, through coaching and other appropriate means, of the educational leadership and management, particularly of the SLT
- Consider the extent to which the Executive Headteacher duties may be delegated to any deputy
- Keep abreast of educational developments and best management practice in order to introduce appropriate innovation.

5. Leading the Organisation:

- Provide dynamic, consistent and motivational leadership, ensuring the successful delivery of the vision, ethos, aims and objectives of the school
- Lead by example, be personally visible and committed whilst adopting a strong and flexible leadership style
- Establish collaborative and open relationships with all stakeholders
- Attend Local Governing Body meetings
- Critically evaluate the trust's performance
- Communicate openly with the Chair of the trust and the trust CEO on a regular basis

- Ensure that communication channels exist enabling all staff to receive information they need in order to carry out their professional duties effectively
- Ensure structures are in place to deliver pupil progression, attainment and achievement
- Operate a suitable recruitment and retention policy for all staff
- Implement a firm and fair performance management framework for all staff
- Ensure the trust's environment is of a high standard and reflects the aspirations of the community
- Ensure effective use of financial, technological and other resources.

6. Managing the Organisation

- Advise the trust on the formulation of the annual budget in order that the school secures its objectives
- Work with the trust's Board, local governors, Head of School, Headteachers and senior colleagues to recruit and retain staff of the highest quality
- Work with the Trust's Board, local governors, Head of School, Headteachers and senior colleagues to deploy all staff effectively in order to improve the quality of education provided
- Ensure effective planning, management and monitoring of the curriculum is taking place across the school within the agreed budget, setting appropriate priorities for expenditure allocating funds and ensuring effective administration and control.
- Ensure the regular monitoring of the budget for the trust and the oversight of the use of resources
- Responsibility for the collection of data and making returns of all statutory requirements to the Department for Education
- Ensure that the allocation and use of accommodation within the school provides a positive learning environment that promotes the highest achievement for all
- Monitor and evaluate overall provision within the school for value for money
- Support the work with the trust's board in securing adequate resources for the school
- Work with the school and trust business managers to plan and manage the trust's financial resources and maximise the level of external funding that is attracted to support the school's development.

7. Securing Accountability:

- Ensure all staff have clearly defined responsibilities and accountabilities
- Establish strong middle leadership roles within a distributed leadership structure
- Secure robust school self evaluation and quality assurance procedures
- Establish mechanisms for reporting to all key stakeholders at agreed intervals.

8. Supporting the work of the trust

- Creating a strong partnership with the local community and the trust
- Develop strong, positive relationships with colleagues in the trust, contribute to collaborative work across trust academies and support other staff in participating in trust work
- Participate in trust and sector-wide activities in order to share best practice, contribute to the development of trust strategies and policies and promote the school and the trust in a local and national context
- Provide advisory support to other schools within the MAT as required

9. Leading in the Community through Collaboration:

- Strengthen the school's positive image in the wider community
- Develop the schools extended school provision
- Actively support the diversity of the schools community and children.

Person Specification: Executive Headteacher

	Essential	Desirable
<u>Knowledge/ Qualifications and Experience</u>		
Graduate with Qualified Teacher Status	*	
Achieved NPQH or recent Headship experience	*	
Up to date knowledge in subject, national policy, pedagogy, classroom management strategies, inspection findings and statutory requirements	*	
Have a thorough understanding of curriculum development	*	
Experience of senior management at headteacher or executive level	*	
Proven experience of developing good working relationships with all stakeholders	*	
A proven track record of successful leadership and delivery of learning	*	
Evidence of collaborative and inspirational leadership skills	*	
Experience in the analysis of performance data for the purposes of target setting and evaluation	*	
Experience of monitoring and improving the quality of teaching and learning	*	
Experience of working as an Ofsted Inspector or in a School Improvement capacity		*
<u>Skills and Abilities</u>		
Proven ability to develop, communicate and successfully implement strategies	*	
Proven ability to generate and deliver collective vision and shared purpose	*	
Proven ability to create, build and retain effective staffing structures	*	
Sufficient numeracy skills to interpret statistical data, and manage budgets	*	
An understanding of and competent use of ICT to aid and promote the quality of teaching, learning and administration	*	
Excellent organisational skills	*	
Well-developed interpersonal and communication skills	*	
Proven ability to monitor and evaluate the work of others; to offer support and intervention where necessary	*	
Proven ability to inspire, challenge, motivate and empower teams and individuals to achieve high performance	*	
Proven ability to lead an organisation successfully through a period of change	*	

<u>Work-related personal qualities</u>	
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people and raising standards	*
Demonstrate personal and professional integrity, including modelling values and vision	*
Commitment to support the aims of the trust	*

The post holder will require an enhanced DBS.

[How to apply](#)

If you would like more information about this post, please arrange a time to visit us, by phoning the Trust: **01689 851 653** and asking for **Linda Vineall**

Further information can be found on our website by visiting: <http://www.solamat.co.uk/>

Application Deadline: **Monday 12th June 2017 (12.00 noon)**

Interview Date: **Week starting 12th June 2017**