**HORIZON PRIMARY ACADEMY**

**THE KEMNAL ACADEMIES TRUST**



**HEADTEACHER APPLICATION PACK 2017**



Horizon Primary Academy

Hilda May Avenue

Swanley

Kent

BR8 7BT

Telephone: 01322 665 235

[www.horizon-tkat.org](http://www.horizon-tkat.org)

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A NOTE FROM THE CHAIR OF GOVERNORS

Thank you for the interest you have shown in the post of Headteacher at our school. You will find what you need in the application pack which together with our website will give you a good understanding of the school, its people and the community it serves.

Horizon Primary Academy is a happy place in which to learn and teach and the whole school community is passionately committed to our continued success.

In this folder you will find our job description, personal specification and the application form. Please note that the application needs to be submitted by noon on Monday 18th September 2017. The start date is January 2018, but this can be negotiable.

We seek a Headteacher with vision, energy, leadership ability and the management skills to take us all forward. Please come and visit the school to see if you fit Horizon Primary Academy and if Horizon Primary Academy fits you. We look forward to receiving your application.

Yours sincerely

Gary Nancekievill

Chair of Governors

Horizon Primary Academy

Headteacher

Kent

* Closing date: Monday 18th September 2017
* Interview dates: w/c 2nd October 2017
* Job start: January 2018
* Contract: Permanent
* Salary type: Teaching (leadership scale)
* Salary details: £47,409.00 - £64,221.00
* Hours of work: Full time
* Location of Role: Swanley Kent
* Contact email address for applicants: [hr@tkat.org](mailto:hr@tkat.org)

**Job / Person Summary**

Horizon Primary Academy is looking for an inspirational and ambitious Headteacher. We are a high performing school with a Scouting ethos, a corner stone of the local community and committed to providing the work / life balance of both staff and pupils.

The successful candidate will:

* Be passionately committed to outstanding teaching and learning in every classroom;
* Inspire pupils, colleagues, parents and governors to achieve ‘excellence and enjoyment’ through a broad and engaging curriculum; and
* Manage the school’s resources effectively and efficiently

Horizon Primary school offers:

* Engaged, motivated and enthusiastic children, who are considerate and keen to learn;
* A stable team of dedicated and hardworking teachers and support staff; and
* Strong, positive relationships with parents, governors and the wider community.

**Application procedure**

Visits to the school are warmly welcomed. Please contact Kate Crawford, Headteacher, to arrange this. ([teachh01@klz.org.uk](mailto:teachh01@klz.org.uk)); for a full application pack, please visit: <http://www.tkat.org79/vacancies>

Applications will need to be returned to [hr@tkat.org](mailto:hr@tkat.org)

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| **Headteacher - JOB DESCRIPTION** | |
| **ACCOUNTABLE TO** | The Regional Executive Director for TKAT, and the governing body of the Academy. |
| **SCALE** | £47,409.00 - £64,221.00 |
| **DURATION** | Permanent |
| **APPOINTMENT FROM** | January 2018 |
| **JOB PURPOSE** | The Headteacher will be responsible for the leadership, organisation, management and control of the Academy whilst working in partnership with key providers. You will be expected to promote and safeguard the welfare of the pupils for whom the Academy and governing body are responsible and those with whom they come into contact. Headteachers are required to carry out the duties set out in Part 9 of the School Teacher’s Pay and Conditions Document. |
| **Key Area** | **Roles/Responsibility** |
| **Responsibilities**  *Carry out all duties and responsibilities in accordance with School policies and procedures and statutory requirements.* | * **Shaping the future:** work with the governing body, the Trust and staff to develop the shared vision and strategic plan, which should serve to inspire and motivate pupils and all other members of the Academy community * **Leading teaching and learning:** create an environment which enables each child to achieve their full potential through the provision of quality teaching and learning. * **Managing the organisation:** manage the Academy to maximise the potential of each and every child by cultivating an efficient, effective and safe learning environment. * **Strengthening community ties:** to continue to engage with the wider community, including the Scouts Association and District, to develop and create opportunities for the Academy. * **Budget management:** manage the school budget to maximise the benefit for the pupils and safeguard the future of the Academy. * **Planning and policy:** be the strategic lead on developing the vision, values and priorities of the Academy. Develop, implement and evaluate the Academy’s policies, practices and procedures. * **Executive:** lead and mange teaching and learning. Promote the safety and wellbeing of pupils and staff. Manage staff, including appointments and resources. Lead the Performance Management of all staff. Work with the school Business Manager to prepare Academy budgets for governing body approval and subsequently manage spending accordingly. * **Advisory:** maintain a good knowledge and understanding of educational developments and advise the governing body as appropriate. |
| **Core competencies** | * **Clarity of purpose:** understand the ethos of the Academy and use that understanding to develop a clear vision for improvement. * **Developing others and teamwork:** create a learning environment which develops the skills, knowledge and opportunities for staff. * **Influencing others:** build effective relationships with pupils, colleagues, parents and governors so that all stakeholders work collaboratively to achieve the shared vision for the Academy. |
| **Review of job description** | * This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the governing body and TKAT. It may be subject to modification and amendment at any time after consultation with the post holder. |

**Horizon Primary Academy -** **Headteacher Person specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Professional qualifications** | * Is a qualified teacher with qualified teacher status * Experience of senior leadership in a school with primary age range * Evidence of relevant CPD | * NPQH * Experience of year R, KS1 and KS2 |
| **Shaping the future** | * Has a clear philosophy for the education of primary age children * Possesses leadership and management skills and the personal qualities to build strong relationships with all stakeholders * Inspires confidence and trust, is approachable, shows integrity and care for others   Can demonstrate experience of:   * Thinking strategically * Leading and bringing about effective Academy improvement * Implanting and managing change | * Experience of building and communicating a coherent, compelling vision |
| **Leading teaching and learning** | * Committed to achieving aspirational goals and targets * Celebrates the successes of pupils and staff regularly, both as individuals and as teams   Can demonstrate experience of:   * Focusing on pupil’s achievement using data and benchmarking to monitor progress for every child * Monitoring, evaluating and improving teaching and learning | * Experience of challenging and re-focusing underperformance * Experience of developing and using pedagogical models |
| **Managing the organisation** | * Understands the principles of change and the process of managing it effectively * Empowers others and creates leadership opportunities * Can communicate well and explain ideas clearly * Prepared to ask for advice and support where necessary * Able to set up an appropriate work/life balance and to model it to staff   **Can demonstrate experience of:**   * Staff development and appraisal, including effective coaching * Recruiting and deploying staff appropriately * Whole school financial planning and management | * Being a school governor * Experience of presenting aspects of school performance to stakeholders |
| **Strengthening the community** | * Able to articulate core values of the Academy within the community   Can demonstrate experience of:   * Working effectively with parents * Building effective relationships with the community and other schools | * Experience of scouting or outdoor learning |

**APPLICATION PROCEDURE**

Candidates should download and complete the TKAT Application Form, available from <http://www.tkat.org/79/vacancies>and return it *either* by email to [hr@tkat.org](mailto:hr@tkat.org) *or* by post to TKAT People & Human Resources at:

The Atkins Centre, Kemnal Technology College, Sevenoaks Way, Sidcup, Kent DA14 5AA

so that it is received no later than **noon on 18th September 2017.**

*Please do not send both paper and electronic applications.*

You should provide a full statement in support of your application, which should not exceed two sides of A4 paper. Please do not restate factual details already included elsewhere on the application form.

**Selection procedure**

It is anticipated that interviews will take place during the week of 2nd October 2017. Further details will be sent to those candidates called for interview.

Failure to send your application form to the above address may invalidate your application.

**Equality monitoring**

All applicants will be required to complete an equality monitoring form.

**Postage**

Insufficient postage occasionally leads to application forms being received after the closing date for application has passed. To avoid this please ensure that you attach the correct postage to your application.

*Please be aware we are unable to receive hand delivered mail outside normal office hours 9.00 – 5.00pm (4.30pm Friday).*

**Safer recruitment**

Horizon Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

**Data Protection Act 1998**

You should be aware that the information you have provided will be stored by TKAT and will only be used to process your application. It will not be passed to any other organisation.

**TKAT (The Kemnal Academies Trust)** is one of the largest Multi-Academy Trusts in the South of England with over 40 Primary and Secondary Academies in the TKAT Family.

Our ultimate aim is to ensure we drive educational standards through the provision of outstanding teaching, leadership and learning for all.

We believe it is important for Academies to retain and promote their individual identity and we endorse earned autonomy across the Trust. Our leaders focus on pupil progress and attainment, and regularly share knowledge, insight and experience. We believe passionately in the power of collaborative working and actively promote school-to-school support.

Our pupils are at the heart of everything we do and we strive to inspire learners and change lives as a result our exceptional educational provision.

**TKAT Values**

* Passion
* Collaboration
* Integrity
* Delivery

**Why work with TKAT?**

Join the TKAT family and you will have:

* **The freedom to shape your school**:We believe every academy needs its own individual identity. So unlike other MATs, our Headteachers genuinely have the freedom to shape their school. That’s the only way to truly meet the needs of a community; being there every day means you will know it better than anyone else.
* **A support network second-to-none:** We passionately believe in the power of collaborative working and actively promote school-to-school support. This includes accessing support from our strong Teaching School Alliance who offer a range of high quality professional development opportunities for staff at all levels. In this role, you’ll also have the support of an Executive Head, regional directors, not to mention the strength of the wider TKAT group.
* **Boundless opportunities for career progression:**Whenyou deliver and achieve, you’ll be rewarded for your success – and that could be from leading multiple schools, to additional responsibilities that will impact across TKAT, through to Directorships. If you’re ambitious, we’ll help you succeed.
* **A great social culture:** We know how to enjoy ourselves. Conferences, summer parties, and our inter-school TKAT Games every year give you the chance to let your hair down with colleagues and know that your hard work is appreciated.
* **TKAT Benefits**

We have a fantastic range of benefits available for you to enjoy here at TKAT. These include our attractive Teachers’ Pension Scheme, childcare vouchers, cycle to work scheme and our Wider Wallet discounts from some of your favourite high street stores.