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**EXECUTIVE HEADTEACHER (PRIMARY)**

 **Recruitment Timeline**

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| Visits to the schools | By appointment |
| Closing date | 8am, 21 September 2017 |
| Invitations to interview sent to shortlisted candidates | 22 September 2017  |
| Interviews | w/c 25 September 2017 |
| Appointment to commence | 1 January 2018  |

**Documents included within this recruitment pack**

* Letter of introduction from the Chief Executive of Northern Ambition Academies Trust
* Copy of the advertisement
* Job Description
* Employee specification
* Trust Executive structure
* National Standards of Excellence for Headteachers

You can also obtain further useful information by visiting the following websites:

For more information about Northern Ambition Academies Trust visit:

[www.airedaleacademy.com/aat](http://www.airedaleacademy.com/aat)

For more information about the primary schools visit:

[www.airedaleinfants.com](http://www.airedaleinfants.com)

[www.airedalejuniorschool.co.uk](http://www.airedalejuniorschool.co.uk)

[www.oysterparkprimary.co.uk](http://www.oysterparkprimary.co.uk)

For a copy of the schools’ most recent Ofsted reports visit:

Airedale Infants: <https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/108228>

Airedale Juniors: <https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/108227>

Oyster Park Primary: https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/141144

For an overview of the local area visit:

<http://www.wakefield.gov.uk/about-the-council/about-wakefield>

Please return your completed application form to HRAAT@airedaleacademy.com or in hard copy to Recruitment Team, Northern Ambition Academies Trust, c/o Airedale Academy, Crewe Road, Airedale, Castleford WF10 3JU

If you have not been contacted by 27 September 2017 please assume your application has been unsuccessful.

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Crewe Road, Airedale, Castleford WF10 3JU – Tel: 01977 664555 – Fax: 01977 664556

Dear Applicant

Thank you for your interest in the position of Executive Headteacher (Primary) within Northern Ambition Academies Trust.

Northern Ambition Academies Trust currently comprises four schools located within a one-mile radius in Castleford, West Yorkshire: one secondary school - Airedale Academy – and three primary phase schools - Airedale Infants School, Airedale Junior School and Oyster Park Primary School. As a MAT we have been established since 2014, but we are now looking to build capacity for the next stage of our development.

Children are at the centre of what we do: specifically encouraging children from some of the most disadvantaged communities in the country to dream big and then give them the tools to achieve those dreams. That’s a bold ambition. But here at Northern Ambition Academies Trust we believe in dreaming big too

Our vision is of a world where all children and young people are given the opportunity to thrive, succeed and aspire. As a Trust:

* We believe that every child, whatever their background or circumstances, should be given the opportunity to flourish, succeed and dream.
* We believe that our schools have a duty to contribute to the improvement of our local communities and wider society.
* We believe that all schools within our Trust, irrespective of their starting points, bring something valuable to contribute to our success and the achievement of our collective goals.
* We believe in the importance of working together in the best interests of the children in our communities.

Our mission is for every child to leave our schools equipped with the essential skills they need to contribute effectively to society and to become well-rounded, confident, happy adults. To do this we believe in the following values and try to keep these at the heart of what we do:

**Ambition**

* We aim high and don’t put limits on ourselves or other people;
* We are relentless in assessing our performance and seeking to continuously improve;
* We make the most of the opportunities offered to us to help us achieve our goals.

**Bravery**

* We try new things and see mistakes as an opportunity to learn;
* We don’t shy away from tough decisions or difficult situations;
* We don’t give up if things are hard.

**Respect**

* We think about the impact of our actions on others in the choices we make;
* We value what makes us different and believe everyone has something to contribute;
* We encourage honest, open debate and listen to constructive feedback about how to make things better.

As the Trust has grown, and given our aspirations for future growth, we are now looking to appoint our first Executive Headteacher to take the lead on developing our three primary schools, working with the Heads of School to ensure that they all become good schools where the pupils are successful and happy. Reporting directly to the Chief Executive, this is an exciting new post where the successful candidate will have the chance to develop the role. As part of the Trust’s Executive Leadership Team, you will also have the opportunity to contribute to the strategy of the Trust as we move forward

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| The successful candidate will be: | We can offer: |
| * Inspiring and personable, with a good sense of humour
* A strategic thinker
* Committed to working collaboratively
* An individual with a track record of delivering results
* A strong team player
* Able to take tough decisions and deliver hard messages where necessary
 | * Supportive staff and directors committed to educational excellence
* An opportunity to make a difference to the lives of children in challenging circumstances
* The opportunity to contribute to the development of a Trust with ambitions for growth
* A vibrant, supportive school and Trust community
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I hope that the information included in this pack will encourage you to make an application for this key post. If you have further questions or would like an informal chat about the role, please contact me via my PA, Pamela Gale, on 01977 664555 or email me at efairhurst@airedaleacademy.com.

We warmly welcome visitors to the schools in our Trust: if you would like to arrange to visit our primary schools, please contact Donna Wilson, HR Manager, via the number above or email hraat@airedaleacademy.com to arrange a mutually convenient time.

On behalf of the Trust, governors, staff and students, I look forward to receiving your application and, hopefully, welcoming you to interview.

Yours sincerely,

**Elizabeth Fairhurst**

Chief Executive

Northern Ambition Academies Trust

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| **Post title** | Executive Headteacher |
| **Location** | Primary schools across Airedale Academies Trust |
| **Grade** | L22 – L28 |
| **Salary** | £65,363 - £75,708 |
| **Hours** | Full time |

***Children.***

*They are at the centre of what we do.*

*Specifically encouraging children from some of the most disadvantaged communities in the country to dream big, and then give them the tools to achieve those dreams.*

*That’s a bold vision. But here at Northern Ambition Academies Trust we believe in dreaming big too.*

* Are you an inspirational leader who shares our vision and can bring people along with you?
* Do you have the ambition, drive and personal qualities to create a culture of success?
* Could you lead multiple primary schools on a continuing journey towards ‘Outstanding’?
* Do you want to work within a vibrant, supportive community of schools with a group of staff who believe in achieving the best for our pupils?

If so, this might be the opportunity you’re looking for.

We could tell you much more about why you should apply, but we think the best way for you to find out if this is the role for you is to have an informal chat with Elizabeth Fairhurst, Chief Executive of Northern Ambition Academies Trust. Please contact Pamela Gale, Principal’s PA, on 01977 664555 to make an appointment.

Full details of the role and an application pack are available from [www.airedaleacademy.com](http://www.airedaleacademy.com)/vacancies.

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| **Closing date for applications** | 8am 21 September 2017 |
| **Date of interview** |  w/c 25 September 2017  |
| **Start date** | 1 January 2018  |

*Northern Ambition Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to complete an enhanced DBS check and to declare that they are not Disqualified (or Disqualified by Association) from working within this setting.*

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| **G:\ALL-LOGO\Northern Ambition Trust logos\NAAT logo white horizontal.jpg** | **JOB DESCRIPTION** |

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| **Post title** | **Executive Headteacher (Primary)** |
| **Reporting to** | Chief Executive |
| **Working Time** | Full time |
| **Salary/Grade** | L22-L28 |

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| **PURPOSE OF THE POST** |
| To provide strategic leadership and be accountable for the direction, standards achieved and quality of teaching and learning in the assigned primary academies in order to:* Provide leadership and management which enables the Trust to give every pupil a high-quality education, and which promotes the highest possible standards of learning and achievement;
* Secure the long-term success of the primary academies by maximising potential through the skills and resources available from across the Trust;
* Build leadership capacity in every academy.
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| **Responsible for** | * Strategic leadership and management of the allocated primary academies to create success and continuous improvement
* The attainment and progress of pupils across the primary academies, including ensuring their safety, good attendance and behaviour
* Quality assuring the academies’ self-evaluation and development plans prior to approval by the Trust
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| **Liaising with** | Chief Executive, Heads of School, Director of Finance and Operations, Director of Partnerships, other teachers and non-teaching support staff across the Trust’s primary schools, other Trust staff, Trustees, local governors, local authority staff, school improvement professionals, parents/carers, pupils. |
| **Characteristics of the post** | The ability to regularly attend meetings outside normal school hours as required by the Chief Executive, including those which take place in the late afternoon/evening.The postholder may be required to work in any of the schools/academies operated by Northern Ambition Academies Trust as directed by the Chief ExecutiveAll employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people. The employment checks are required:* Evidence of entitlement to work in the U.K.
* Evidence of essential qualifications
* Two satisfactory references
* Confirmation of medical fitness for employment
* Registration with appropriate bodies (where applicable)
* Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level
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| **MAIN (CORE) DUTIES** |
| **Leadership** | * Work with the Chief Executive and Trustees to develop a strategic vision for primary education within Northern Ambition Academies Trust’s primary schools and promote this to staff, pupils, parents/carers and the wider community.
* Ensure the Trust’s priorities are consistently and effectively implemented across the primary academies.
* Motivate others to develop a culture of high expectations, shared learning and resilience, leading by example and through the distribution of leadership within each academy and across the Trust.
* Support the Heads of School to translate the strategic vision of the Trust into agreed objectives and operational plans for each primary academy.
* Support the Heads of School to put in place effective communication mechanisms to ensure staff across each academy understand how to implement the strategic vision and operational plans.
* Ensure all academies develop and maintain effective strategies for staff professional development and performance management.
* Ensure evidence-based improvement plans and polices promote continuous school improvement, linked to each academy’s SEF.
* Create and develop an organisation in which staff recognise that they are accountable for the success of pupils across all the academies.
* Develop positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.
* Attend and contribute to meetings of the Academy Council.
* Work with political and financial astuteness to plan for the future development of the schools and wider Trust.
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| **Educational provision and standards** | * Develop a culture within the Trust’s primary schools where pupils and staff feel safe, confident, can attain maximum educational outcomes and where the Trust’s values of bravery, ambition and respect are evident.
* Drive a continuous and consistent focus on pupils’ achievement and progress, using robust data to monitor and evaluate effectiveness, and holding the Head of School to account for the performance of all pupils in their academy.
* Keep abreast of educational developments and identify best practice both inside and outside the Trust which can be shared across the Trust’s schools.
* Establish creative, responsive and effective approaches to improving teaching and learning.
* Set high expectations and challenging targets for rapid and sustained improvement within each academy, tackling underperformance at all levels.
* Provide inspiration and strong strategic leadership to the primary teams to ensure that the academies deliver the highest standards of teaching and learning across the board.
* Create a culture and ethos of challenge and support within the academies where all pupils can achieve success and are engaged in their own learning.
* Present a coherent and accurate account of each academy’s performance in a form appropriate to a range of audiences, including the Chief Executive, Trust Board, parents/carers and the local community.
* Collaborate with other agencies to ensure pupils’ needs are met.
* Actively promote the academies as centres of excellence for education and families in the local community.
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| **Health, safety and compliance** | * Promote the safety and wellbeing of pupils and staff in the primary academies.
* Oversee the implementation of Trust policies and procedures, ensuring consistent application and monitoring for impact.
* Through the Head of School, ensure good order and discipline is maintained among pupils and staff, and that high expectations regarding safeguarding, behaviour and attendance are communicated and adhered to across the primary academies.
* Ensure that all activities across the primary academies comply with current regulations regarding safeguarding and that safeguarding and child protection policies are operated rigorously.
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| **Management of resources** | * Comply with the financial, health & safety, HR and other processes and procedures of the Trust.
* Ensure that all the activities of the primary academies are conducted in accordance with all legal or statutory requirements and regulations, and that policies and procedures developed locally are consistent with best practice and recognised codes of probity.
* Working with the Chief Executive and Director of Finance and Operations, ensure the effective deployment of resources across the Trust’s primary schools to ensure maximum impact.
* Work with the Heads of School to produce balanced annual budgets for each academy for recommendation to the Trust Board.
* Work with the Heads of School to recruit, lead and develop a committed, effective and diverse workforce across the Trust’s primary schools that understands its role in enabling and promoting high quality learning.
* Develop leadership capacity across the primary academies through coaching and other appropriate methods, supporting the development of effective middle leadership roles within each academy.
* Ensure that all resources are organised and managed to provide the best possible outcomes for pupils.
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| **Additional duties** | * To fulfil the requirements and duties set out in the STPCD relating to headteachers and to meet the National Standards of Excellence for Headteachers as published by DfE.
* To work collaboratively as part of the wider Trust, with the understanding that it is one organisation working in partnership to achieve the best outcomes for all pupils.
* Fulfil the role and duties of Head of School if required by the Chief Executive
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| **Other specific duties** | * Ensure that the participation of other staff in professional development is encouraged and that they engage actively in the performance review process.
* Regularly review your own practice, setting personal targets and taking responsibility for your own development.
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| While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive to undertake work of a similar level that is not specified in this job description.The post will be based within one of the Trust’s academies, but you may be required to work at any of Northern Ambition Academies Trust’s primary schools as directed by the Chief Executive.The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.The job description is current at the date shown, but, in consultation with you, may be changed by the Chief Executive to reflect or anticipate changes in the job commensurate with the grade and job title. |

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| **Date completed** | July 2017 |

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| **Requirements of the post** |
|  | **Essential** | **Desirable** |
| **Qualifications/Training** | Qualified Teacher StatusDegreeEvidence of relevant continuing professional development  | Ofsted inspector trainedLLE/NLE accreditationHolder of NPQHSafer Recruitment training |
| **Knowledge** | Detailed knowledge of the Ofsted framework: what constitutes a ‘good’ school, how to support a school to become ‘good’ and what needs to be done to make a ‘good’ school ‘outstanding’, along with how this can be interpreted into practical development plansDeep knowledge and clear understanding of educational legislation, the statutory framework for education, new innovation and developmentsDetailed knowledge and understanding of the primary phase of education, including tracking and monitoring pupil progress against AREKnowledge of successful strategies for raising pupils’ achievement |  |
| **Experience** | Recent successful experience as a Headteacher or Executive Headteacher in the primary phaseAn outstanding and proven track record of school improvementSuccessful and varied teaching experienceExperience of driving and delivering transformational and cultural changeExperience of managing resources effectively | Experience of leading improvement across more than one schoolExperience of moving a school from RI or below to good or outstandingExperience of working within a multi-academy trust |
| **Competencies and other skills required** | Ability to build leadership capacity throughout the academies and their communities, in particular to empower the Heads of SchoolAn enthusiastic and motivational leader who is outward-looking, innovative and prepared to explore new ideas or take calculated risks to drive improvementAbility to forge positive relationships with a range of stakeholders in order to promote the success of the TrustAmbitious for all pupils, with a commitment to ensuring the best possible outcomes for pupils and the community which the academies serveAbility to articulate clear visions for the academies and the Trust and their development, providing a clear direction and shared purpose for all pupils, staff and stakeholdersAbility to use monitoring and evaluation to improve the academic, spiritual, moral, social, emotional and cultural development of all pupils and to make accurate judgments against agreed criteriaAble to build a sustainable workforce of high quality staff and leadersStrong negotiation skills and the ability to influence others to the benefit of the TrustThe ability to create a culture of high performance and ambitious expectations, using the full range of leadership skills and qualities, including emotional intelligence, as appropriate to the situationThe ability to translate visionary/innovative concepts into practical implementation plansStrength of character to effect change when necessary, often in very challenging circumstances Someone who is brave, resilient and determined but can also provide support, demonstrate empathy and deal with staff in a sensitive and considerate mannerA personal commitment to inclusion and diversity, creating a culture of respect and celebration of uniqueness within the academyReflective and open to feedback, with a strong commitment to personal development for all staff including themselvesEvidence of a commitment to promoting the welfare and safeguarding of children and young people |  |

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