



Osborne

Co-operative Academy Trust

Executive Headteacher

Candidate Pack





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Welcome Letter

Dear Candidate

Thank you for your interest in the post of Executive Headteacher (Secondary) at Osborne Co-operative Academy Trust. The successful candidate will lead the 11-19 education provision and will benefit from being part of a forward thinking, innovative Trust Leadership Team. The successful candidate will need strategic leadership skills to lead and develop secondary education within our co-operative vision.

As an Executive Headteacher at the Osborne Co-operative Academy Trust you will work in partnership with myself as CEO, and our Deputy CEO to lead on rapid school improvement, working with our three secondary schools. You will develop the potential for an all through educational experience for our pupils. You will embed and share good practice and expertise across the 11-19 education provision.

In addition to this school improvement support, our Trust will provide you with strong and effective central services, including Estates, Education Welfare, Finance, Health and Safety, HR and ICT. Being part of our Professional Development Process, you will be supported to reach your full potential within our Trust, and beyond.

We hope you feel your skill set makes you a good fit for this exciting opportunity and look forward to receiving your application.

Yours sincerely

Paul Griffiths

Chief Executive Officer

Osborne Co-operative Academy Trust





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About Osborne Co-operative Academy Trust

A shared mission to improve education.

Our Trust members include East Tilbury Primary School, Stanford-le-Hope Primary School, Thameside Primary School, St Clere's Secondary School, Arthur Bugler Primary School, Brentwood County High School, Horndon-on-the-Hill C. of E. Primary School, Doddinghurst C. of E. Junior School, Little Thurrock Primary School, Thames Park Secondary School, Warren Primary School and Bonnygate Primary School.

By providing support to each other through collaborative partnership, we aim to improve educational standards in our fully inclusive schools and the local area so that every pupil can reach their full potential.

Allowing students, parents and carers, staff, and other stakeholders to share their expectations, expertise, resources and experience, our trust helps deliver a progressive and effective curriculum – one that is continually improved through mutual co-operation.

The ethos of all schools in our Trust is centred on the co-operative values of self-responsibility, self-help, equality, equity, democracy, solidarity and the ethical values of openness, honesty, caring for others and social responsibility.

We believe that it is this sense of shared responsibility, in which everybody has a vested interest and the opportunity to play their part, that is vital in getting the very best from the educational resources available within our Trust.





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Job Description

Job Title: Executive Headteacher (Secondary 11-19)

Responsible to: Chief Executive Officer (CEO)

Line Manage: Identified Secondary Headteachers/Heads of School as requested by the CEO supporting them to ensure the effective embedding of the cooperative values in all aspects of school life.

Line manage and support the deployment of identified centrally appointed staff to effectively build capacity and improve standards and ensure the effective embedding of the cooperative values in all aspects of school life as well as the best outcomes for all.

Location: Trust office and Trust Schools

Salary Range: L34 - L40

(Potential enhancement available for an exceptional candidate)

Job Description

Continued

Core Purpose

To meet the National Headteacher Standards.

To support the CEO to develop and grow the 11-19 provision for secondary schools within the Trust. To embed the co-operative values in all aspects of school life and to aspire to implement the Trust vision, mission and strategic objectives.

To support the Secondary Headteachers/Heads of Schools to improve the life chances of pupils in our schools ensuring they:

- develop an inspirational culture for teaching and learning
- provide pupils with a stimulating and enriching curriculum provision
- encourage innovation in curriculum development and assessment structure that will enable teachers, pupils and parents/carers to celebrate success

In addition to the responsibilities of a Headteacher laid out in the school teachers' pay and conditions document: to provide strategic leadership and hold overall accountability for standards achieved and the quality of provision in the secondary schools (11- 19) within the trust.

Domains - Headteacher Standards October 2020

School Culture

To embed the co-operative values in secondary schools within the Trust.

Ensure effective transitions are in place between primary and secondary schools within the Trust, and beyond.

Hold the secondary Headteachers/Heads of School to account for student outcomes and student health and wellbeing.



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Job Description

Continued

Professional Development

Coach and mentor leaders across our secondary schools to improve strategic planning and leadership skills within the Trust.

Participate in the Professional Development Process (PDP) which contributes to the knowledge, skills and understanding of the Trust as a whole in embedding the co-operative values in all our schools.

Organisational Management

Support and implement robust and proactive risk identification, mitigation and management for the Trust and each of its schools. Work as a key driver within the central Trust Team to address identified areas of risk to the business such as health and safety, risk assessments, financial and future growth.

Support the implementation and review of the Trust's key policies, business plans and self-evaluation so that all are understood and acted upon by stakeholders, especially in the schools.

With the CEO and Trust HR Director, organise the appointment of senior staff within Trust secondary schools.

Working with the CEO, COO and the Headteachers/Heads of Schools to be responsible for the Trust four-year development plan and present the plans impact information at the Trust Standards Committee.

To secure the development of the Trust Strategic Plan, enabling the completion through analysis of the evidence presented from across the Trust.

To support the development and completion of the Trust Risk Register taking responsibility for identified areas. To be an active member of Trust special interest groups including the, Mental Health & Wellbeing SIG, the IT SIG and the Creative and Digital Arts SIG including the development of the action plans linked to the Trust Strategic plan.

Support and deliver the due diligence of any school joining the Trust.

To carry out any other duties that are reasonable as identified by the CEO.

In the absence of the CEO to act on behalf of the Trust to fulfil its objects.



Job Description

Continued

School Improvement

To support the creation of a shared understanding across all school of each of the focus areas and support the creation and delivery of specific strands to ensure the effective embedding of key aspects of the Trust Strategic Plan.

To be accountable for ensuring rapid secondary school improvement and the successful academic performance of all allocated secondary academies in the Trust.

Lead, motivate, challenge and develop school leaders, through effective line management, appraisal and succession planning.

Working in Partnership

Support the development and leadership of special interest groups (SIGs) across the Trust to enable expertise in a variety of areas which impact on the opportunities provided in the schools, developing and maintaining a robust digital strategy and infrastructure for 21st century teaching, learning and communications.

To develop and maintain effective relationships with the Local Authorities, other school leaders and to collaborate with them in order to ensure that the performance of our Trust Secondary schools continuously improves.

Work within identified SIGs to support their leads and/or consultants, to develop and understanding of the strengths and weaknesses in focus areas.

To research and apply for opportunities of funding and government schemes to ensure the Trust is at the forefront of all new educational initiatives.



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Job Description

Continued

Governance and Accountability

Ensure the Headteachers/Heads of School are competent in leading GDPR within their schools, developing a shared knowledge and understanding that ensures the systems are continually improving.

Ensure that all Trust policies and procedures are implemented and followed in spirit as well as in practice.

Work with Headteachers/Heads of School to ensure that reports to governors are thorough and clearly identify strengths and weaknesses along with activities to mitigate risks.

Ensure that safeguarding practices and procedures are secure and that inclusion is effective to improve the life chances of young people.

Report to the Trust Board to ensure they are fully informed.

To represent the CEO and Trust on the Progress Boards or Local Governing Bodies of identified schools.

Personal Commitment

Demonstrate high level interpersonal skills in order to develop successful and motivated teams.

Demonstrate high level leadership skills including the ability to hold others to account.

Be well organised, achieve deadlines and submit reports promptly and demonstrate the importance of an effective work life balance.

Demonstrate the ability to critically reflect and self-evaluate.

Be an excellent role model in matters of professional conduct, modelling the co-operative values in all behaviours.



Person Specification



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REQUIREMENT	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING		
	<p>Qualified teacher status and appropriate degree level qualification.</p> <p>Evidence of related CPD educational activities (including teaching and learning).</p> <p>NPQH (or alternative suitable academic and professional qualifications).</p>	<p>Accredited national or local leader of education.</p> <p>Registered Ofsted Inspector or HMI.</p>
EXPERIENCE		
	<p>Experienced Headteacher with a proven track record of success, e.g. a good or outstanding Ofsted judgement.</p> <p>Breadth of experience in school leadership within an 11 - 18 environment.</p> <p>Experience of supporting schools in preparation for an Ofsted Inspection.</p> <p>Strategically leading and managing people individually and in teams.</p> <p>Experience of strategically supporting other leaders to achieve success through coaching or other relevant activities.</p> <p>Managing change through bringing innovative ideas to traditional approaches to teaching and learning.</p> <p>Strategically managing and improving the curriculum; its development, implementation, evaluation and effective assessment resulting in demonstrable impact.</p>	<p>Knowledge and experience of working within a co-operative Trust.</p> <p>Understanding and/or experience of managing finances and ensuring financial sustainability.</p> <p>Experience of managing risk across a school and/or Trust.</p> <p>Has a track record of leading a multi school environment.</p>
SKILLS, KNOWLEDGE AND ABILITIES		
	<p>An understanding and commitment to the co-operative values.</p> <p>An ability to articulate and translate the strategic vision and school improvement strategy into practical implementation plans.</p> <p>A wide knowledge of current and proposed education policy and the legal framework within which schools must operate, particularly in relation to safeguarding.</p> <p>An ability to drive and deliver strategic transformational and cultural change.</p> <p>An ability to develop and communicate a strategic complex vision in simple and easily understood terms for a variety of audiences.</p> <p>Effective at influencing, negotiating, and engaging with others.</p>	<p>A deep knowledge of new innovations and developments.</p> <p>An ability to facilitate joint practice between schools.</p>

Person Specification

Continued



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REQUIREMENT

ESSENTIAL

DESIRABLE

SKILLS, KNOWLEDGE AND ABILITIES CONTINUED

An ability to lead by example and develop leadership capacity at all levels, through a range of means including coaching and mentoring.

An ability to use monitoring and evaluation to make accurate judgments (including against agreed criteria e.g. Ofsted Framework).

An ability to produce reports which strategically review and evaluate resources and performance.

A clear understanding of what constitutes a good school and what needs to be done to make it outstanding.

Knowledge of and a proven track record in utilising data effectively.

Understanding and appreciation of the complexities of leading a multi school environment.

A thorough understanding of impact driven, rather than activity driven, improvement planning.

PERSONAL ATTRIBUTES

A commitment to the co-operative values.

Passionately committed to safeguarding and the welfare and wellbeing of children and young people.

To work hard and remain fully committed, even when under pressure, always acting with consideration for yourself and others.

Emotionally resilient and determined but can also provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner.

To act with integrity, taking a rigorous approach to strategically improving standards to ensure transformation of pupils' lives and their wider communities.

Able to keep a sense of proportion by acting with self-control.

To have high aspirations and a commitment to excellence, and to role model this behaviour to others.

A strong commitment to personal development for all staff including themselves.

WORKING ARRANGEMENTS

Able to transport yourself to meetings and schools locally.

Successful candidates are required to meet the requirements of DBS.



How to apply

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Victora Bari at Academicis, our recruitment partner, on vbari@academicis.co.uk or by phone on **07340 010860/01223 907979**

Closing date: 16th January 2023

Shortlisting: 18th January 2023

Interviews: 24th and 25th January 2023



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