



TEBAY PRIMARY SCHOOL  
**HEADTEACHER**  
Recruitment Pack



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# WELCOME TO OUR MULTI-ACADEMY TRUST

Dear Applicant

Thank you for your interest in this exciting and challenging position at Tebay Primary School. Within this pack you will find lots of information about the role, the school, our values and aspirations.

This is a fantastic opportunity for an ambitious individual to take this school on the next stage of its educational journey.

Cumbria Education Trust is a not-for-profit charitable organisation. It was formed in 2015 in a response to an invitation from the Department for Education. Cumbria Education Trust is one of the first school based MATs in North Cumbria - we currently have six schools within our family; four primary and two secondary schools.

Our purpose is to deliver outstanding educational provision and ensure all pupils/students receive high quality teaching and learning opportunities.

Our aim is for each Cumbria Education Trust academy to demonstrate consistent year-on-year improvement. We believe in the importance of working with others to share knowledge and best practice and we want all our pupils/students to develop a thirst for knowledge. We are passionate about putting young people first and equipping them for success in the future.

By achieving our aim, we can enable every young person to reach their potential.

If you believe you can make a positive contribution to the development of this school and the Trust, then we would be delighted to hear from you.

Yours sincerely

**Lorraine Hughes (Mrs)**  
CEO Cumbria Education Trust

## OUR VISION

To enable every young person to reach their potential and achieve the success they deserve by providing an innovative and inspiring learning experience.

## OUR VALUES

At the heart of our organisation are the principles of:

- Respect
- Responsibility
- Resilience





## SUPPORTING OUR STUDENTS AND STAFF

Although each of our schools and academies has its own unique ethos, they all share a common vision and values. These values are central to the life of the school and underpin all the Trust's activities.

All our schools and academies share a commitment to the achievement, personal development and well-being of the children and young people within the Trust.

We operate with a student-centred approach which values relationships and respect for others:

- **Inspiring learning** – creating a happy, positive and vibrant learning environment for ALL pupils/students.
- **Achieving success** – enabling every pupil/student to reach their potential by providing high quality teaching.
- **Creating opportunities** – broadening children's experiences and opportunities.
- **Empowering communities** – working in partnership with the local community to bring education alive for all.

Cumbria Education Trust strives to be recognised as an employer of choice. We believe that quality of life outside work significantly shapes the way in which staff perform whilst at work, so the need to achieve a healthy work life balance is a very important aspect of our commitment to staff.

We therefore place great importance on developing caring and supportive relationships. Our open door policy provides the opportunity for anyone who is concerned or anxious to ask for guidance of clarification without censure.

With an aim which seeks year-on-year improvement, we also recognise the need to reward effort and good results. One of the ways we do this is through our commitment to staff with individually tailored CPD programmes. These are geared to maximising not merely job satisfaction, but the chance to significantly increase expertise, confidence and leadership skills.

We exercise a 'people first' approach at all times so that staff feel part of a community; confident to both support and yet challenge one another and where everyone regardless of position or seniority, feels valued and able to make a contribution.





## AMBITION FOR EVERY CHILD

My ambition for the children under my care is quite simple.

My aims are to ensure:

- For Tebay Primary School to be the best primary school in the area, operating with the highest standards of teaching and learning.
- For the school to nurture the individual talents and skills of each child.
- All Tebay children to feel safe, happy, valued and keen to learn.
- Pupils come first. Our pupils are at the heart of all school improvement, each action enhances school provision to benefit every child.
- To foster and develop independence, so that children leave Tebay Primary School with a full learning toolkit, they know what to do, when they don't know how to do it.
- To create a curriculum for the 21<sup>st</sup> century.
- To create an inclusive and creative learning community.
- Generate a family feeling of warmth, care, guidance and support.
- Our pupils have pride in our school, pride in our fabulous facilities and pride in themselves.

We offer a broad and balanced curriculum to provide a rich variety of learning experiences with new and exciting activities to fire their imaginations and extend their knowledge of life beyond the school gates.

We are looking for an individual who likes to get to know every child personally – as well as their parents and carers. Greeting children each morning is very important to us because although they are one of many, we want them to understand that they are each valued as individuals.

Love, care, guidance, support and nurture lie at the heart of everything we do.

**Robert Lakin**

Director of Primary Education, Cumbria Education Trust



## LOVE OF LEARNING

### Knowledge • Skills • Understanding

**These three gifts are crucial to the progress of every child.**

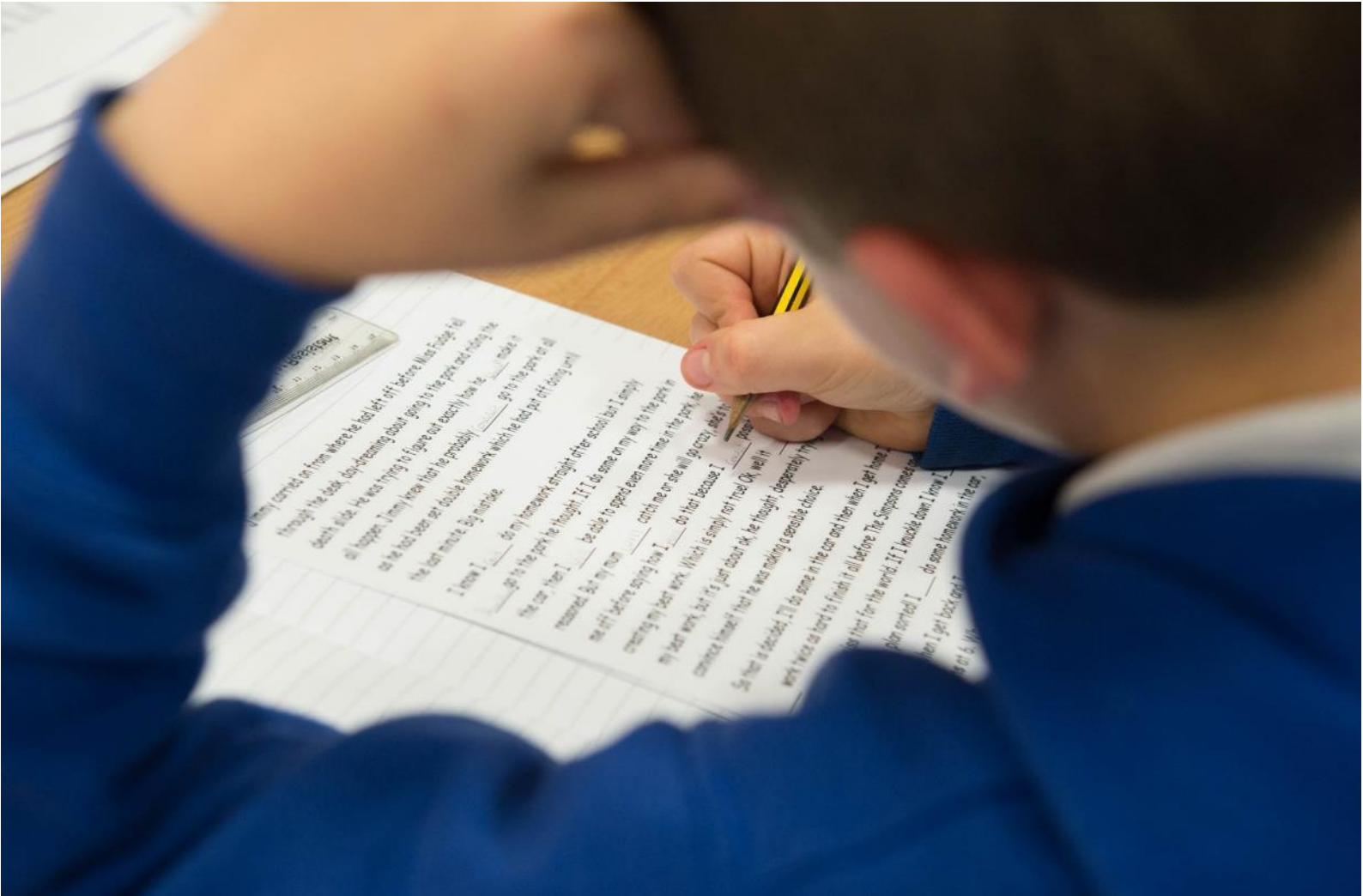
At Tebay Primary School we aspire to provide a vibrant learning setting where we trust one another and where each child is given the opportunity to grow and stretch their boundaries so they can experience the pleasure of achievement and how success feels.

Through our curriculum design, we ensure that each child has access to a wide range of activities – cultural, social, artistic and sporting as well as focusing on the important areas of English, maths and science - plus the chance to do new things and visit new places.

We believe that every child is born with the potential to succeed and given the right support and encouragement, will develop their talents to the full – whatever their starting point.

**We strive to live each day by our motto:**

*Be the best you can be!*



## ROLE DESCRIPTION

**POST TITLE:** Headteacher – Tebay Primary School

**RESPONSIBLE TO:** Chief Executive

**START DATE:** January 2018

**SALARY RANGE:** Group 1 £42,398– £51,639 (L4 to L12)

**MAIN PURPOSE:** To provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all its students and an excellent standard of learning, behaviour and achievement.





# MAIN RESPONSIBILITIES

## Strategic direction and development of the school

- Provide inspiring and purposeful leadership for the staff and pupils.
- Work in partnership with the Chief Executive, Trust and Local Advisory Board, staff and parents generating the ethos and values which will underpin the Trust/school.
- Implement a Development Plan which will secure continuous school improvement.
- Ensure that all strategic planning takes account of diversity, values and experience of the school and the community.
- Monitor and evaluate the performance of the school and respond and report to the Chief Executive/Local Advisory Board as required.
- Ensure that management, finances, organisation and administration of the school support its vision and aims.
- Ensure that school policies and practices take account of national, local, Trust and school requirements.
- Monitor, evaluate and review the impact of policies, priorities and targets of the school in practice and take effective action when necessary.
- Ensure that all those involved in the school are committed to its aims, motivated to achieve them and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.
- Actively encourage and promote collaboration with all partner organisations. To support a school-led school improvement system for Cumbria.
- Create a positive climate for sustained improvement.

## Teaching and learning

- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum experiences and pupils wellbeing.
- Create an environment that promotes and secures excellent teaching, effective learning, high standards of achievement and behaviour.
- Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- Ensure that pupils develop independent learning skills in order to learn more effectively and with increasing independence.
- Determine, organise and implement a policy for the personal, social and moral development of all pupils.
- Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the school through effective methods. Accountability structures are embedded throughout the organisation.
- Determine and implement positive strategies and programmes which ensure excellent behaviour.
- Be outward focused.
- Promote inspirational classroom practice.
- Develop effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.
- Promote the wider curriculum and ensure there is an extensive extra-curricular programme on offer for all pupils.



## Safeguarding Children & Safer Recruitment

- This school is committed to safeguarding and promoting the welfare of children and young people as required under statutory legislation and expects all staff and volunteers to share this commitment.



## Leading and managing staff

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- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- Implement and sustain effective systems for managing the performance of staff; ensuring high quality teaching and learning for all pupils on a daily basis.
- Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of teachers, including those of the headteacher.
- Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to participate in the identification of areas in which the headteacher would benefit from further training and undergoing such training.
- Ensure that a suitable person, assumes responsibility for the discharge of the headteacher's function at any time when absent from school.
- Ensure that all staff see themselves as part of the school and empower staff to take responsibility for their own development.
- Ensure effective appraisal takes place for all staff within the organisation.
- Manage own workload and that of others to allow an appropriate work/life balance.

## The Headteacher should ensure that:

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- The policies and procedures are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

## Efficient and effective deployment of staff and resources

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- Work with the Trust and Local Authority Boards and senior colleagues to recruit and retain staff of the highest quality.
- Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.
- Set appropriate priorities for expenditure, allocation of funds and effective administration and control.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve students' achievements, ensure efficiency and secure value for money.

## Accountability

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- Develop an organisation in which all the staff recognise that they are accountable for the success of the school.
- Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including the Chief Executive, Trust Board, Local Advisory Board, the LEA, the local community, OFSTED and others to enable them to play their part effectively.
- Ensure that parents/carers and students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- Provide information, objective advice and support to the Trust Board / Local Advisory Board to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- Carry out any such duties as may be reasonably required by the Chief Executive, Trust Board and Local Advisory Board.

# WHO AND WHAT WE ARE LOOKING FOR



CRITERIA	ESSENTIAL
Qualifications	<ul style="list-style-type: none"> <li>NPQH</li> <li>Qualified Teacher Status</li> <li>Degree or equivalent</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Proven leadership skills, including strategic development</li> <li>Excellent communication skills</li> <li>Management, development and motivation of staff</li> <li>Committed to school-to-school support and development</li> <li>Sensitivity to individual needs</li> <li>Planning, prioritisation, organisation, and delegation</li> <li>Ability to embed a culture of sustained improvement</li> <li>Leads by example and has ability to develop accountability in others</li> <li>Ability to inspire, nurture and consolidate outstanding teaching</li> <li>Agility and responsiveness to changing priorities and demands</li> <li>Confident, positive engagement with all members of the school and wider community</li> <li>Ambassador and diplomat for the Trust and individual schools</li> <li>Sound financial decision-making</li> </ul>
Experience	<p>We are looking for an individual who can demonstrate a proven, successful track record of:</p> <ul style="list-style-type: none"> <li>Leadership with a proven track record of continuous improvement and outstanding impact</li> <li>Working in all primary school stages: Foundation, Key stage 1 and Key stage 2</li> <li>Managing and developing staff</li> <li>Planning, guiding and evaluating strategic change</li> <li>Effective working with parents and carers, governors and partner organisations</li> <li>Continuous professional development</li> <li>Analysis of whole school data</li> <li>A commitment to system leadership</li> </ul>
Personal Attributes	<p>In addition to specific skills and experience, we are looking for an individual whose personal attributes embody the positive, inclusive ethos of the Trust.</p> <p>These attributes will include:</p> <ul style="list-style-type: none"> <li>Commitment to putting the safety and well-being of the child at the heart of every decision</li> <li>Confident and visible leader who has personal integrity and drive</li> <li>Enthusiasm and belief for what outstanding education can bring to every child</li> <li>Positive and creative response to change and challenge</li> <li>Innovative leadership in guiding exciting changes to our curriculum</li> <li>Belief in school improvement through objective self-evaluation</li> <li>Ability to work in partnership with the Local Advisory Board in an open and transparent way</li> <li>Confidence and skill in communication with children, staff, parents, external agencies and our community</li> <li>The ability to listen effectively and the judgement to respond appropriately</li> <li>Commitment to embed our ICT capability into every aspect of provision</li> <li>Open-mindedness to new initiatives in education practice and management</li> <li>Fair and equitable behaviour at all times</li> <li>Able to manage expectations of whole school community</li> </ul>





## WORKING AND LIVING IN CUMBRIA



As a place to live, Cumbria takes some beating, from the stunning beauty of the coast, to the challenge of the Lake District, and the history of Hadrian's Wall, Cumbria offers something for everyone.

A predominantly rural county, Cumbria is home to some of England's highest mountains and some of England's biggest lakes. Cumbria is a big county with big opportunities for those who chose to live and work here. The county is famous worldwide for its stunning scenery. Perhaps less well known are its bustling market towns filled with shops and brimming with life.

Tebay is nestled just off the M6 between Penrith and Kendal. Venturing further afield it has great links to the rest of the country by the M6, to Scotland via the M74 and to Newcastle upon Tyne by the A69, connectivity to Cumbria is excellent.

There are also excellent rail links to Newcastle, Leeds, Glasgow, Edinburgh, Manchester and London. If you're travelling by air, Manchester, Glasgow, Newcastle and Blackpool Airports are all within two hours drive.

This is the place to be – to live and work – and to have an excellent quality of life to spend with your family and friends and to stretch yourself professionally.



## APPLICATION & INTERVIEW PROCESS

Thank you for taking the time to read through this pack. We hope that it has given you enough of a flavour of the school and the post.

To apply please complete the enclosed application form and in addition please outline, in approximately 1000 words, the following:

- Your reasons for applying
- Your educational philosophy
- Your evidence of leadership success that would qualify you for the role of Headteacher
- Your vision for the success and future development of this school.

The closing date for applications is: **9.00am Monday 16<sup>th</sup> October and we hope to interview that week.**

Shortlisted candidates will be contacted by email and interviews will be held over 1 day.

**Completed applications to be returned to**  
**headship@epm.co.uk**

If you would like the opportunity to come and have a look around or to have a conversation prior to completing an application, please contact Paula Breen, Chief Operating Officer on 016977 45344 or [pbreen@cumbriaeducationtrust.org](mailto:pbreen@cumbriaeducationtrust.org)

Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and we will check the suitability of staff to work with children. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see the Trust's Safeguarding and Recruitment Policies for further details.



To find out more about Cumbria Education Trust please visit our website:  
**[www.cumbriaeducationtrust.org](http://www.cumbriaeducationtrust.org)**



