



# Headteacher

April 2018

Green Lane Primary  
Atlas Community Primary  
Lilycroft Primary  
Margaret McMillan Primary  
Westbourne Primary

A collage of six hexagonal photographs showing children and staff engaged in various activities. The photos depict children playing a game, working in a garden, and socializing.

**Priestley  
Academy  
Trust**



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## A message from the CEO

Dear Applicant

On behalf of the Priestley Academy Trust, we very much look forward to receiving your application for the post of Headteacher. We believe the person appointed will make a significant contribution to our organisation and ensure we achieve the best possible outcomes for all our pupils. Our vision is to offer an outstanding, transformational learning experience for each student with a strong emphasis on academic excellence, character development and public service. The Trust was formed on the 1<sup>st</sup> December 2016 so this is an exciting time for the organisation and the person appointed, as he/she will be pivotal in the planning and organisational development of the Trust.

The Trust, at present, is formed around five local primary schools and has around 2500 pupils. Each school has a Headteacher and a Local Governing Board. This ensures that the schools work with earned autonomy, with support and collaboration from the other Headteachers, the Chief Executive Officer and the Senior Leaders in the Trust.

The Priestley Academy Trust has a small central Team, who at present offer financial support to the schools. We work closely with the Headteachers in the Trust, to evaluate, which roles currently undertaken in a school setting should be centralised, so that the Headteacher can concentrate on Teaching and Learning. It is essential therefore that any new Headteacher in our Trust has a proven track record in school improvement, and a passion for enhancing the lives of the young children we serve.

In addition to the information provided in the pack I would like to offer you the opportunity to speak with myself or Jane Dallas (Chair of Governors). If you would like to speak to either one of us please contact Tracey Parry on 01274 774644 for a mutually convenient time.

Yours sincerely  
Kevin Holland – Chief Executive



## A message from the Chair of the LGB, Atlas

Dear Applicant

Thank you for your interest in the post of Headteacher at Atlas Community Primary School. We are tremendously proud of the achievements of the children and staff at our school and welcome your application as someone who is motivated to continue and increase the progress.

Atlas is unique in its approach to education, generating a supportive family environment whilst holding the highest possible expectations for everyone.

The wellbeing of all our stakeholders is a priority at Atlas and we are careful to ensure that everyone is in a position to be the best they can be.

Academic standards are, of course another priority and you will have seen that pupils at Atlas have performed above the national average consistently over the past few years. This excellent achievement is due to the unwavering dedication of all staff to encourage all pupils to fulfil their potential and the senior managers are the crucial role in this. We expect that the Headteacher will continue this dedication and will encourage even further improvement in standards.

As Headteacher you will be guaranteed to lead exceptional children and staff and to have the full support of our proactive Local Governing Board and the CEO of the Priestley Academy Trust. We look forward to receiving your application.

Yours sincerely

Jane Dallas  
Chair of Local Governing Board  
Atlas Community Primary School



# About the Priestley Academy Trust

## Vision

The Priestley Academy Trust's vision is to offer an outstanding, transformational learning experience for each student with a strong emphasis on academic excellence, character development and public service.






## Mission

Our mission is to develop all our students as both academic and well rounded, characterful young people, equipped with the understanding, attitudes, skills and behaviours necessary to succeed in life. We will strive to ensure they are prepared to succeed in higher education, employment, entrepreneurship and their family and community life.

## Values

Our ethos is defined by a values based approach to education where respect for human dignity is paramount. Values are important principles that drive behaviour. They influence our attitudes and actions and become our framework for living. They affect our sense of self and our relationships with others. Students need to learn about values and how people react to them, so that they are equipped with invaluable social skills and emotional intelligence.

Our five core values are:

-  Respect
-  Responsibility
-  Excellence
-  Compassion
-  Collaboration

.....based on having respect for all, achieving academic excellence within a disciplined learning environment, where high expectations are the norm and students are supported to reach their potential.

## Our Academies

Academy Name	Headteacher	Pupil Numbers	Ofsted Rating	% eligible for FSM
Green Lane Primary	Jane Townend (Acting Head)	687	Good	35.5
Atlas Community Primary	VACANT	233	Good	42.7
Lilycroft Primary	Nicola Roth	420	Good	39.1
Margaret McMillan Primary	Lorraine Martin	633	Good	30.1
Westbourne Primary	Belinda Wardle	451	Good	37.8

***We aim to provide the highest quality teaching for all young people regardless of their social, emotional or behavioural needs.***



## Post – Job Description and Person Specification

### Headteacher

<b>Salary:</b>	L12-L16
<b>Reporting to:</b>	The Chief Executive Officer of The Priestley Academy Trust
<b>Supervisory Responsibilities:</b>	Senior Leadership Team
<b>Location:</b>	Atlas Community Primary School







### Job Description

#### Main purpose of the job:







- Take the lead role on working with the Governors/ Trustees/ Board of Trustees/CEO to develop a collaborative School within the Priestley Academy Trust vision, which embraces excellence, high standards and inclusion. Translate the vision into a development plan and implement it successfully.
- Secure excellent teaching to achieve high standards of learning and attainment across the primary 3-11 range, including preparation for secondary education.
- Hold all staff to account for their professional conduct and practice.
- Ensure inclusion, diversity and access.
- Lead by example to foster an open, transparent and equitable culture.
- To be responsible for the internal organisation, management and control of the School.
- Manage the Schools Budget and education resources, in cooperation with the Priestley Academy Trust, astutely to maximize their use and value.
- Develop and sustain effective relationships with the Governors/ Trustees/ Board of Trustees/CEO, and the Chair of Governors and CEO in particular, to ensure effective governance of the School, and the discharge of GB responsibilities.
- Build/develop and maintain effective relationships with parents and all members of the School and wider community to enhance the education of all pupils.
- Create an outward-facing School to work with other Priestley Academy Trust Schools, organisations and partners to champion best practice.
- To keep children safe and support the Governors/ Trustees/ Board of Trustees/CEO to implement and oversee the highest possible standards of child protection, Prevent strategies and safe-guarding throughout the School.
- To represent the School at panels, working groups and meetings as required by the Governors/ Trustees/ Board of Trustees/CEO.
- To undertake other duties and responsibilities as is reasonably directed by the Governors/ Trustees/ Board of Trustees/CEO.

## Duties and Responsibilities:







### Excellent Headteachers: Qualities and Knowledge

-  Hold and articulate clear values and moral purpose, focus on providing a world-class education for all pupils.
-  Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, trustees and members of the local community.
-  Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around you, especially Headteachers in the Priestley Academy Trust.
-  Sustain wide, current knowledge and understanding of education and Priestley Academy Trust systems locally, nationally and globally, and pursue continuous professional development.
-  Work with political and financial astuteness, within a clear set of principles centred on the Priestley Academy Trust vision, ably translating local and national policy into the School and Priestley Academy Trust context.
-  Communicate compellingly the School and Priestley Academy Trust vision and drive the strategic leadership, empowering all pupils and staff to excel.







### Excellent Headteachers: Pupils and Staff

-  Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
-  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 opportunities and pupils' well-being.
-  Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between Priestley Academy Trust drawing on and conducting relevant research and robust data analysis.
-  Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other with School and the Priestley Academy Trust.
-  Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
-  Hold all staff to account for their professional conduct and practice.

### Excellent Headteachers: Systems and Process





-  Ensure that the School and Priestley Academy Trust systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
-  Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behavior in School and in the wider society.
-  Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
-  Welcome strong governance and actively support the Board of Trustees to understand their role and deliver their functions effectively – in particular its functions to set School and Priestley Academy Trust strategy and hold the Headteacher to account for pupil, staff and financial performance.
-  Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and Schools and Priestley Academy Trust sustainability.
-  Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

## Excellent Headteachers: The self-improving Atlas Community School and Priestley Academy Trust system




-  Create an outward-facing School which works with other schools within the Priestley Academy Trust and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
-  Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
-  Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame a self-regulating and self-improving School
-  Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
-  Model innovative approaches to School improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
-  Inspire and influence others - within and beyond the Priestley Academy Trust to believe in the fundamental importance of education in young people's lives and to promote the value of education.

### Person Specification





#### Qualifications

-  Qualified teacher status.
-  Degree level qualification or equivalent.
-  Further relevant professional / academic study and evidence of continuous professional development and knowledge of current issues in Education.
-  At least three years of proven strong, successful senior leadership and management experience in a Primary School.




#### Qualities and Knowledge – show evidence of

-  Hold and articulate clear vision, values and moral purpose, demonstrating optimistic personal behaviour, and positive relationships and attitudes.
-  Demonstrate a strategic leadership style that is characterised by integrity, creativity, resilience and clarity. Understand how to empower all students and staff to excel.
-  Evidence of implementing, managing and evaluating change in a collaborative way.






#### Pupils and Staff – show evidence of

-  Evidence of raising standards that have impacted positively on pupil attainment and teaching and learning.
-  Significant experience in evaluating and using data to plan and improve pupil performance.
-  A clear understanding of what makes good and outstanding teaching through a deep understanding of how students learn, and the ability to develop a culture where striving for outstanding teaching and learning is central to the work of the school.
-  A commitment to valuing, supporting and encouraging the professional development of all staff members

#### Systems and Processes – show evidence of







-  An understanding of how to create whole community accountability systems and implement them with the support of the leadership team to combine data from a range of sources in order to maximise the achievement of children.
-  Strong financial planning and management skills, with experience of making effective use of resources including the Pupil Premium. Collect evidence and research in order to make sound judgements against set criteria.
-  A clear understanding of and commitment to promoting and safeguarding the welfare of children

## Self-Improving - show evidence of

-  Evidence of building and nurturing a strong, positive and collaborative team culture that enables all staff to carry out their respective roles to the highest standard and for all staff to work effectively together to deliver School improvement.
-  A commitment to building and maintaining effective and positive relationships with parents, carers, trustees, the wider community and other Schools.
-  Can inspire and influence others, within and beyond the School, to believe in the fundamental importance and value of education in young people's lives.
-  Excellent communication skills and proven ability to listen to, understand and work effectively with all children, staff, trustees and parents.
-  The ability to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level.

## Commitment

Demonstrate a commitment to:

-  Equalities and the Equality Act 2010
-  Promoting the Trust's vision and ethos
-  High ethical standards
-  Relating positively to and showing respect for all members of the Trust and wider community
-  Ongoing relevant professional self-development
-  Safeguarding and child protection




# Job Advert



<b>Employer</b>	Atlas Community Primary School	<b>Posted</b>	
<b>Location</b>	Bradford, West Yorkshire	<b>Closing Date</b>	6 November 2017
<b>Salary</b>	L12 – L16	<b>Interviews</b>	28 and 29 November 2017

Atlas Community Primary School is a successful, inclusive one form entry school. We offer a warm, welcoming atmosphere with responsible, polite children and dedicated, caring staff. In our school we provide a learning environment that opens up the world and challenges pupils beyond their current thinking to inspire happy, confident children. The school has recently been judged 'Good' by Ofsted.

Your qualities:

-  We are looking for a clear thinker and a good communicator, with a proven track record of success, who will stimulate trust and respect throughout the school;
-  We are seeking to appoint a passionate and talented leader who will be able to build on the school's many strengths and continue to lead with dedication, enthusiasm and expertise, whilst fostering our distinctive identity;
-  As Headteacher of Atlas Community Primary School you will demonstrate strong leadership, management and communication skills. You will have a passion for excellence in teaching and learning, and strive for continued improvement of standards and achievement.

For an application pack please contact – [recruitment@fusionbusiness.org.uk](mailto:recruitment@fusionbusiness.org.uk)

If you would like to speak to either Kevin Holland or Jane Dallas please contact Tracey Parry on 01274 774644 for a mutually convenient time.

All posts are subject to satisfactory vetting including an enhanced DBS check.

This is an exciting opportunity for an enthusiastic and innovative Headteacher or outstanding Deputy Headteacher to build on the school's current position, whilst delivering the best possible environment for our children to progress and develop.

Closing Date: 6 November 2017 at noon  
Shortlisting: 7 November 2017  
Interviews: 28 and 29 November 2017



# APPLICATION FOR EMPLOYMENT (CONFIDENTIAL)

Please read the application form, job description and person specification carefully, so that you understand what the position involves. You will only be shortlisted if you meet the essential requirements of the employee specification. The decision to shortlist you for interview will be solely based on the information you provide in this application form. Check that the information you provide is accurate. If you conceal or misrepresent relevant information at any stage during the recruitment process your application may be disqualified.

## Safeguarding Policy Statement

We are committed to the rights of the child, the child's safety and emotional wellbeing, and the protection of the child from all forms of abuse.

### Post details

Job title:	Your application should be returned to: Emily Birch – <a href="mailto:recruitment@fusionbusiness.org.uk">recruitment@fusionbusiness.org.uk</a>
School or unit:	
Closing date:	

### Personal details

Surname:	Forename(s):
Previous Surname(s):	
<input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/> Other (please state):	
Home Address (including postcode):	Address to which correspondence should be sent if not home address (including postcode):
Daytime telephone number:	Evening telephone number:
Email address:	

Do you hold a current driving licence? Yes  No

National Insurance Number:

Religious Denomination/Faith\*

\* For vacancies in schools with a religious character only.

The Governing Body may take religious denomination or faith into account for some posts in accordance with the School Standards and Framework Act 1998 and the Employment Equality (Religion or Belief Discrimination) Regulations 2003.

How did you learn of this vacancy?

### Safeguarding Policy Statement

We are committed to the rights of the child, the child's safety and emotional well being, and the protection of the child from all forms of abuse.

### Employment history - Please give a complete history, detailing any breaks in employment

Current or most recent employment:

Post title:	Employer's name and address: (Including LA, diocese, name of school, type and group number, if applicable)
Date from:	
Date to:	
Salary (including point):	
Allowances, or additional salary points:	Date able to commence duties:

Previous employment:

Employer's name and address (inc LA, Diocese and type of school if applicable) Please also indicate breaks in employment	Position held (if part time, show weekly hours)	Salary / wage	Dates		Reason for leaving or break in employment history
			From	To	

Is your current school designated by OfSTED as requiring Special Measures or has it been given notice to improve?

## Qualifications

Please give details of your education and qualifications. Make sure you include professional qualifications including teaching qualification. Short listed candidates will be asked to produce proof of qualifications listed on this form.

Details of Qualification	Awarding Body	Result	Date

## Professional Development

Please give details of significant aspects of your Continuing Professional Development over the last three years. Please include the date and place obtained and explain how this has:

- Made a difference to your current role
- Helped you achieve your performance management objectives
- Prepared you for this leadership and management role

## **Key Areas of Head / Deputy Headship**

Please give details of your achievements and expertise in the four domains of Headship outlined in the National Standards of Excellence for Headteachers (2015). Also refer to the Job Description and Person Specification. For each key area, provide no more than two examples, from the last three years.

### **Qualities and Knowledge**

### **Pupils and Staff**

### **Systems and Process**

### **The Self-Improving School System**

## **Personal Statement / Letter of Application**

You may supplement your application with a letter of no longer than two sides of A4. Your letter of application should outline your reasons for applying for the post and give an indication of what you can offer the school. Please ensure this is typed into this section when applying online.

## References

It is our policy to take up references for shortlisted candidates. Give names and addresses of three referees, one of which should be your present or most recent employer, and if applying for a school with a religious character one of which should be from your parish priest or other religious leader. If you are known to your referee/s by a former name please supply the name by which you were known.

References requests will ask for information relating to safeguarding, disciplinary and job performance issues along with other matters relevant to the post. If you are not currently employed by an LA or independent school please name three referees, one of which should be your present or most recent employer. Referees should have direct knowledge of your professional capacities and performance.

We may contact you to ask you to provide additional referees who have knowledge of your professional work.

Name of referee	Position	Address for contact
1.          <b>Tel. No:</b>		<b>Email address:</b>
2.          <b>Tel. No:</b>		<b>Email address:</b>
Name of referee	Status or job	Address for contact
3.          <b>Tel. No:</b>		<b>Email address:</b>
<p>May we approach your present employer before the interview?      Yes <input type="checkbox"/>      No <input type="checkbox"/></p>		

## Important Notes

### Declaration

#### Immigration, Asylum and Nationality Act (2006)

In accordance with the Immigration, Asylum and Nationality Act 2006, Priestley Academy Trust requires new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview.

**I confirm that I am legally entitled to work in the UK**

**Safeguarding Vulnerable Groups Act (2006)**

Priestley Academy Trust is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

**I confirm that I am not barred by the Disclosure & Barring Service from working with or applying to work with children or included on the DBS Children's Barred List**

**Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended 2013)**

Posts which involve substantial access to children are exempt from provisions contained within this Act under which the job applicants are entitled to withhold information about any previous criminal background which is either unspent or would otherwise be considered 'spent' under the terms of the Act. However, changes to the legislation in 2013 mean that spent convictions may be protected and do not have to be disclosed to prospective employers. Employers cannot take protected offences into account when making employment decisions. If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to disclose any relevant previous criminal background. We will provide more information on protected offences at that stage.

If you are the successful applicant you will be required to have an Enhanced Disclosure & Barring Service disclosure & we will also check the DBS barred list (children). Failure to complete this form will result in your application not proceeding any further. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

**I agree that the appropriate enquiries may be made to the Disclosure & Barring Service**

**Data Protection Act (1998)**

Information from this application form may be held securely by Priestley Academy Trust. The employers are registered under the Data Protection Act (1998); individuals have the right of access to personal data concerning them.

**I hereby give my consent for the information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.**

**Disclosure**

A candidate for any appointment with Priestley Academy Trust must state below any known relationship to any member of the school, Governing Body, board of trustees or related to an employee of Priestley Academy Trust when making an application. A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice.

**Are you related to any member of the Governing Body, Board of Trustees or existing employees of Priestley Academy Trust?**

Yes  No

If YES, give details:

**I DECLARE THAT ALL THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I NOTE THAT THE WITHHOLDING, FALSIFICATION OR OMISSION OF RELEVANT INFORMATION BY A SUCCESSFUL CANDIDATE ARE GROUNDS FOR DISCIPLINARY ACTION WHICH MAY LEAD TO DIMISSAL.**

**Signed:**

**Date:**

**BY SUBMITTING THIS FORM ONLINE, I AGREE THAT THIS IS EQUIVALENT TO ME SIGNING THE DECLARATION.**

## Equal opportunity and employment

We seek a workforce which reflects the community we serve. We welcome applications from those groups which are under-represented on our staff. Applicants for jobs are judged on their skills and suitability for the vacancy.

To ensure this policy is carried out effectively, we ask all applicants to provide the information requested on this page. It will be used only for administrative and monitoring purposes and will be confidential and not used to discriminate in favour or against any individual applicant.

### How would you describe yourself?

White	English Scottish Welsh Irish Any other white
Mixed Heritage	White & Black Caribbean White & Black African White & Asian Any other mixed background
Asian or Asian British	Indian Pakistani Bangladeshi Kashmiri Any other Asian background
Black or Black British	Caribbean African Any other black background
Chinese and other ethnic groups	Chinese Any other ethnic group Prefer not to say

<b>Would you describe yourself as:</b>		
Female	Male	Prefer not to say
<b>What is your age group?</b>		
20-24	40-44	
25-29	45-49	
30-34	50-54	
35-39	55 and over	
Prefer not to say		
<b>What is your sexual orientation?</b>		
Bisexual	Gay man	Lesbian
Heterosexual	Other	Transgender
Prefer not to say		
<b>Please tick the box that best describes you:</b>		
Buddhist	Muslim	
Christian	Sikh	
Hindu	Other Religion or belief	
Jew	No Religion	
Prefer not to say		

## Disability

We are committed to providing access to employment opportunities for disabled people. To assist us in carrying out this policy please provide any relevant information which has a substantial and long term adverse effect on your ability to carry out day to day activities. This information will be treated as confidential and will only be used to enable selectors to make a fair assessment of your capabilities, taking into account any adjustments that may be required.

Do you consider you have any medical condition or disability which may be covered by the provisions of the Equality Act 2010

Please tick. If you answered YES, please give brief details

No  Yes (Details):

Do you have any specific requirements to enable you to attend an interview?

Please tick. If you answer YES, please give brief details

No     Yes (Details):

Please note that you may be required to complete a medical questionnaire and/or consent to a medical examination for certain posts.