



Dear Prospective Applicant,

APPOINTMENT OF HEADTEACHER AT CRANFIELD CHURCH OF ENGLAND ACADEMY

Thank you for your interest in the position of Headteacher of our Academy. As Governors we have high ambitions for every one of the children to flourish in Cranfield Church of England Academy, and we are seeking a talented individual who can lead our school in the next stage of our journey to realise these ambitions. The successful candidate will combine strategic vision with inspirational leadership, and use these qualities to further drive the school forward to an exemplary position.

In this you will be leading a team of enthusiastic, committed and highly professional staff, and will be supported by a motivated and engaged Governing Body. This is an exciting opportunity to join our very successful standalone Academy which continually strives to innovate and excel in the pursuit of the best possible outcomes for our children. The post of Headteacher will bring the right candidate new and exciting challenges, as well as the satisfaction of further developing our thriving school.

Our Academy has a very strong Christian ethos, an international focus and a rich and diverse make-up where everyone is valued. We have strong links to the local church and village and a commitment to the local community is a key attribute for our successful candidate.

A wealth of information about our school can be found on our website:

<http://www.cranfieldchurchofenglandacademy.co.uk>

Local area information can be found at:

<http://centralbedfordshire.communityinsight.org/map/?subregion=18599#>.

Please select 'Cranfield Parish' under 'Area' and then click on 'Reports'.

We are extremely proud of our Academy and warmly invite you to visit us. Please call the school on 01234 750261 and select option 1 where you should ask to speak to Jo Dormer to arrange a mutually suitable time.

In this pack you will find information and instructions on how to apply. Please ensure that you respond in accordance with the advice which is given. The person specification contains the criteria that the selection panel will use in the selection process. When completing the application form please follow these guidelines:

- Please electronically submit your application form together with a covering letter. Do not submit a CV instead of an application form.
- A criminal record declaration can be found at the end of the application form which should be completed as part of the application.
- Please ensure that it arrives no later than 9am on Friday, 23rd February 2018. It is our intention to hold interviews on Tuesday 6th and Wednesday 7th March 2018.

Please e-mail your completed application to headship@epm.co.uk. The recruitment process will adhere to our Safer Recruitment Policy which can be found on our website where you will also find our Safeguarding, Pay and Performance Management policies.

We look forward to hearing from you.

Yours sincerely

Alison Brabner

Chair of Governors

Registered in England – Company Number 7897243



Cranfield Church of England Academy Job Description – Headteacher

Our Vision

At Cranfield Church of England Academy we are passionate about our motto of ‘enjoying, achieving and learning’. This is at the heart of all we do! We pride ourselves on our ambition for every child to be an independent learner who thrives in our stimulating, supportive and safe Christian school. Our Values underpin and motivate our high expectations of all children and Leaders of Learning in our school, strengthening our international community.

Note - This job description should be read in conjunction with the National Conditions of Employment for Headteachers

Responsible to: The Governing Body

Responsible for: All staff within our Academy

Head Teacher Group 4: £54,250 - £73,876

Core Purpose of Our Headteacher

The core purpose of our Headteacher is to:

- Provide professional leadership and management for our Academy which will promote a secure foundation from which to achieve the highest standards in all areas of our Academy's work.
- Ensure high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils.
- Promote a culture that promotes excellence, equality and high expectations of all pupils and an ethos that supports the Christian values of our Academy.
- Provide vision, leadership and direction for our Academy and ensure it is managed and organised to meet the aims and targets set.
- Work with others to:
 - Evaluate our Academy's performance to identify priorities for continuous improvement
 - Plan the future strategic direction of our Academy
 - Raise standards
 - Ensure equality of opportunity for all
 - Develop policies and practice
 - Ensure that resources are efficiently and effectively used to achieve our Academy's aims, objectives and for the day to day management, organisation and administration of our Academy.
- Provide a safe learning environment that cares for individual pupils and celebrates our cultural diversity, Church school status and works closely with the community.
- Draw on the support provided by members of our Academy community to create a productive learning environment, which is engaging and fulfilling for all pupils.



General Duties and Responsibilities

Strategy and Vision

Our Headteacher will work with the governing body to develop our shared vision and strategic plan which inspires and motivates pupils, staff and all other members of our Academy community. Strategic planning process is critical to sustaining our Academy improvement and ensuring that our Academy moves forward for the benefit of its pupils in a financially sustainable manner.

Actions

- Ensure the vision for our Academy is clearly articulated, shared, understood and acted upon effectively by all.
- Work within our Academy community to continue to translate our vision into agreed objectives and operational plans, which will promote and sustain our Academy improvement.
- Demonstrate the vision and values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive climate.
- Ensure creativity, innovation to achieve excellence.
- Ensure that strategic planning takes account of the diversity, values and experience of our Academy and community at large and supports the Christian ethos and heritage of our Academy.

Teaching and Outcomes

Our Headteacher has a central responsibility for raising the quality of learning and teaching and for pupils' achievement. This involves setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

Actions

- Ensure a consistent and continuous Academy-wide focus on pupils' progress and achievement, using data and benchmarks to maximise every child's learning.
- Ensure that outcomes are at the centre of strategic planning and resource management.
- Establish creative, responsive and effective approaches to learning and teaching.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set ambitious targets for the whole Academy community.
- Implement strategies that secure exemplary standards of behaviour and attendance.
- Continue developing our diverse, flexible Cranfield Curriculum and continue to implement our effective assessment framework.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.



- **Developing a Professional Team**

Effective relationships and communication are crucial to us as our Headteacher will work with and through others. We wish to maintain our professional learning community that enables all to develop and achieve. Through performance management and effective continuing professional development practice, our Headteacher will support all staff to achieve high standards. Our Headteacher must be committed to their own continuing professional development.

Actions

- Treat people fairly, equitably with dignity and respect to maintain our positive Academy culture.
- Continue to deliver our collaborative learning culture within our Academy and actively engage with other schools to build effective learning communities.
- Maintain and further develop effective strategies and procedures for staff induction, professional development and performance review.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.

Organisation and Resource Management

Our Headteacher will ensure that our Academy and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment.

Actions

- Develop the organisational structure to reflect our Academy's values, and enable the management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the development of our Academy and its facilities.
- Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
- Manage our Academy's financial and human resources effectively and efficiently to achieve our Academy's educational goals and priorities.
- Recruit, retain and deploy staff appropriately to achieve the vision and goals of our Academy.
- Implement successful performance management processes for all staff.
- Manage and organise our Academy environment efficiently and effectively to ensure that it meets the needs of the curriculum and complies with legislation.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to



improve the quality of education for all pupils and provide value for money.

- Use and integrate a range of technologies effectively and efficiently to manage our Academy.
- Seek to build successful organisations through effective collaborations with others.

Securing accountability

Our Headteacher is accountable to a wide range of groups, particularly pupils, parents, carers, governors and the Diocese. Our Headteacher is accountable for ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole Academy community and for contributing to the education service more widely.

Actions

- Fulfil commitments arising from contractual accountability to the governing body.
- Continue to develop our Academy ethos enabling everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.
- Develop and present a coherent, understandable and accurate account of our Academy's performance to a range of audiences including governors, parents and carers.
- Reflect on personal contribution to Academy achievements and take account of feedback from others.

Community and Culture

Our Headteacher should collaborate with other schools in order to share expertise and bring positive benefits to our own and other schools. Collaboration should be at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children. Our Headteacher should be aware that Academy improvement and community development are interdependent.

Actions

- Continue to build our Academy culture and curriculum which takes account of the richness and diversity of our communities.
- Ensure learning experiences for pupils are linked into and integrated with the wider community.
- Ensure a range of community-based learning experiences.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into our Academy to enhance and enrich our Academy and its value to the wider community.



- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other Academies and schools promoting innovative initiatives.
- Arrange for parents/carers to be given regular information about the progress of their children and other education issues.
- Take account of and respond to feedback sought from pupils, parents and the wider community.

Safeguarding Children & Safer Recruitment

Our Academy is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

Actions

Our Headteacher should ensure that:

- Policies and procedures adopted by the governing body 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.
- A safe and caring learning environment is provided, where pupils feel valued and where staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children. Such concerns will be addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

NOTE This job description will be reviewed at least annually as part of the Performance Management programme and may be amended at any time following consultation with the jobholder, who may be asked by the Governing Body to undertake other duties reasonably regarded as falling within the role and responsibilities of a Headteacher.



Cranfield Church of England Academy

Person Specification - Headteacher

Selection decisions will be based on the criteria outlined below which are aligned to the January 2015 National Standards for Headteachers.

When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

Shortlisted candidates will be further assessed on the below criteria through various activities, references and interview.

DOMAIN 1 – QUALITIES AND KNOWLEDGE	
EDUCATIONAL QUALIFICATIONS AND TRAINING	
Qualified teacher status / teaching qualification	Essential
Evidence of recent and relevant continuing professional development	Essential
NPQH	Desirable
EXPERIENCE OF:	
Headship, deputy headship or significant experience as member of senior leadership team in primary, Lower or Middle school education	Essential
Substantial, successful and varied teaching across the appropriate age range	Essential
Working with children with a wide variety of needs	Essential
Managing curriculum planning, implementation and assessment across the curriculum	Essential
Effective involvement with parents, carers and governors	Essential
Managing a substantial section of a school budget	Desirable
Experience of working with culturally diverse cohorts	Desirable
Working in a Church School community	Desirable
SKILLS	
Proven leadership skills	Essential
Excellent communication and interpersonal skills	Essential
Ability to manage change	Essential
Ability to analyse data and performance indicators	Essential
Financial acumen	Essential
Understanding of Values Based Education and how this works in practice.	Essential
Strategic management skills	Desirable
Ability to effectively delegate	Desirable



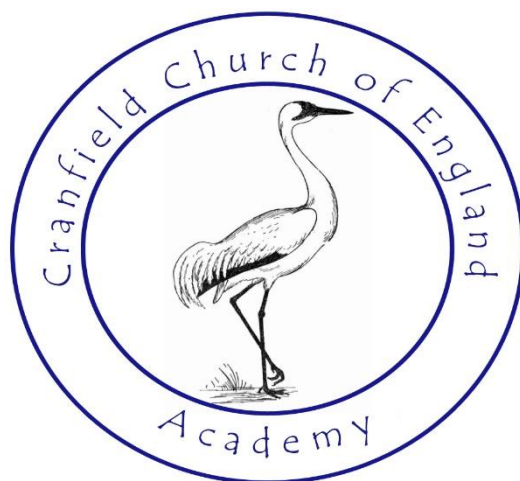
PERSONAL ATTRIBUTES	
Appreciation of, and commitment to, delivering outstanding education in a Christian school	Essential
Understanding what it means to be "Cranfield"	Essential
Highly motivated and able to inspire others	Essential
Energy, vigour and perseverance	Essential
Enthusiasm	Essential
Commitment, reliability and integrity	Essential
Good judgement	Essential
DOMAIN 2 – PUPILS AND STAFF	
SAFEGUARDING	
Displays commitment to the protection and safeguarding of children and young people including online safety	Essential
Has up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children and young people	Essential
Ensure safe environment for staff and visitor	Essential
Will co-operate and work with relevant agencies to protect children	Essential
TEACHING AND OUTCOMES - Can demonstrate the ability to:	
Drive the develop flexible approaches to learning and teaching to secure high standards and good progress for all pupils	Essential
Secure high-quality teaching for all pupils including SEN and vulnerable pupils	Essential
Set high targets, monitor and evaluate effectively and challenge poor performance	Essential
Motivate and manage all pupils effectively and ensure their safety	Essential
Lead an outstanding Early Years provision, including Pre-School	Desirable
DEVELOPING A PROFESSIONAL TEAM - Can demonstrate the ability to:	
Create and maintain an open, equitable culture and manage conflict	Essential
Develop and maintain effective strategies and procedures for staff induction, professional development and performance management	Essential
Be an effective and inspiring leader; identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning	Essential
Develop and maintain a culture of high expectations for self and for others	Essential
Review own practice, set personal targets and take responsibility for personal development	Essential
Manage own workload and that of others to allow an appropriate work/ life balance	Essential
Maintain confidentiality	Essential
Articulate and understand current educational issues locally, nationally and globally	Essential
Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring	Essential



clear delegation of tasks and responsibilities	
DOMAIN 3 – SYSTEMS AND PROCESSES	
ORGANISATION AND RESOURCE MANAGEMENT - Can demonstrate the ability to:	
Lead and manage the Academy as a Church Of England Academy effectively	Essential
Manage the Academy efficiently and effectively on a day to day basis	Essential
Prioritise, plan and organise self and others	Essential
Ensure robust financial and resource management	Essential
Use creativity and imagination to anticipate and solve problems	Essential
Establish and sustain appropriate structures and systems, collaborating appropriately	Desirable
SECURING ACCOUNTABILITY - Can demonstrate the ability to:	
Work with the governing body to enable it to meet its responsibilities and fulfil commitments arising from contractual accountability	Essential
Undertake and lead effective and robust Academy self-evaluation to ensure the Academy is working towards the academic, spiritual, moral, social, emotional and cultural development of all its pupils	Essential
Lead inclusive practice and secure equal opportunities	Essential
DOMAIN 4 – SELF IMPROVING SCHOOL SYSTEM	
STRATEGY AND VISION - Can demonstrate the ability to:	
Think strategically and build a coherent vision for how the Academy will move forward, taking account of the diversity and values of the Academy and wider community	Essential
Ensure the vision is clearly articulated, shared and implemented	Essential
Motivate and enthuse all staff and stakeholders in the development of the Academy	Essential
Lead and respond effectively to change and challenge	Essential
Adapt to changing circumstances and new ideas	Essential
COMMUNITY AND CULTURE - Can demonstrate the ability to:	
Create and maintain an effective partnership with parents and carers to support and improve pupils' Achievement and personal development	Essential
Communicate effectively and sensitively with children, staff, parents, governors, the local community, partners and other professionals	Essential
Work in partnership with a range of others to improve outcomes for pupils	Essential
Build community cohesion and celebrate diversity	Essential



Cranfield Church of England Academy



Headteacher Application Form

Please read the application form guidelines and job description before completing this form.

You can e-mail your completed application to the address on the advert.

Applications must be received by 09:00 on or before the closing date.



Job Application Details...									
Job title:									
Title:	Dr	Mr	Mrs	Miss	Ms	Other:			
First name:				Surname/family name:					
Home phone number:				Work phone number:					
Mobile phone number:				Preferred phone number:					
Email address: (We use this for all future contact)									
Address:									
County:				Postcode:					
Where did you hear about/see this vacancy?									
Teaching details...									
Are you recognised as a qualified teacher by the DFE?	Yes ☐ No ☐			Date Qualified Teacher Status (QTS) awarded:					
If you have obtained your QTS after 1999 have you successfully passed your induction year?	Yes ☐ No ☐			If no, please state reason:					
If you have obtained your QTS after 1999 have you successfully passed your skills tests?	Yes ☐ No ☐			If no, please state reason:					
DFE Reference Number:				/					
Salary: Please state scale point(s) and any allowance for any specific responsibility:									
Scale:					Allowances:				
<u>Either</u> Main Pay Spine:	£	Teaching and Learning Responsibility:			£		TLR1 ☐ TLR2 ☐		
	pts								
<u>Or</u> Upper Pay Spine:	£	Recruitment & Retention allowance:			£		pts		
	pts								
Leadership Spine point: If Head or Deputy Head, School Group Number:	pts	Special Educational Needs Allowance:			£		pts		
Individual School Range of points: If Head or Deputy Head, School Group Number:	From pts	Safeguarding: (former Management Allowance)			£		pts		
	To pts								
Education & Qualifications...									
Please enter all qualifications you have taken from GCSE (or equivalent) onwards including the grades awarded, including fails and resits. For non-UK qualifications please provide the original results, not the UK equivalents. If you are currently working towards a qualification, please enter the details requested below and indicate the grade you have been predicted. Please note that if you are shortlisted for interview you will be									



required to bring proof of your relevant qualifications to the interview.

Name and location of school/college/university	Dates attended (from – to)	Qualification(s)	Result gained/expected

Training courses:

Please provide details of any relevant training courses you have attended within the last five years including title of course and approximate date.

Title of course	Dates attended (from – to)	Qualification(s)	Result gained/expected



Employment History:

Please give details of your full employment history in date order starting with the most recent first. If you are applying to work with children / vulnerable groups you must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education without any gaps.

If this is your first teaching position, please include details of your teaching practices.

Please use an additional sheet if necessary remembering to write your name and the job reference number at the top.

Company or Organisation's name	Job title & Purpose	Employment date (DD/MM/YY to DD/MM/YY)		Reason for leaving



Your application:

With this application form you will have received a person specification describing the skills and attributes we require for the job for which you are applying. Please take this opportunity to explain how you meet each of the requirements of the job. It will help the short listing process if you address each main area of the person specification separately. Please provide examples to illustrate your knowledge, skills, and experience.

In this box please provide examples to demonstrate how your qualifications, experience and skills meet the criteria for this role.

EXPERIENCE

SKILLS

PERSONAL ATTRIBUTES

SAFEGUARDING



TEACHING AND OUTCOMES

DEVELOPING A PROFESSIONAL TEAM

ORGANISATION AND RESOURCE MANAGEMENT

SECURING ACCOUNTABILITY



STRATEGY AND VISION

COMMUNITY AND CULTURE



References:

Please provide the names of **two referees** who can provide professional or academic references. The first must be **your present or most recent employer / voluntary organisation**. The person you name must hold a managerial or human resources position in that organisation and have access to your records. **Please ensure that you provide an email address wherever possible** as this greatly speeds up the recruitment process.

Cranfield Church of England Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment. For roles working with children and / or vulnerable adults we will take up references prior to interview. If you do not wish us to take up a reference from your current employer please provide a third referee so that we still have two references prior to the interview.

Satisfactory references must be obtained before any formal offer can be confirmed. If you are applying for a role working with children or vulnerable adults and you are not currently working with these groups but have done so in the past, you must nominate a referee from an organisation where you were employed to work with children or vulnerable adults. The referees will be asked if you have any live disciplinary offences and also about any “time expired” disciplinary offences relating to children. In addition, they will be asked if you have been subject to any child protection or vulnerable adult protection concerns, and the outcome of any such enquiry or disciplinary procedure.

Cranfield Church of England Academy reserves the right to request a reference from any organisation with which you have been associated.

Reference 1:

Referee's name:		Job title:	
Organisation's name & address:		Relationship to you: (e.g. Line manager/HR)	
Work phone number:		Email address:	
Can we contact this referee prior to interview?			Yes ☐ No ☐

Reference 2:

Referee's name:		Job title:	
Organisation's name & address:		Relationship to you: (e.g. Line manager/HR)	
Work phone number:		Email address:	
Can we contact this referee prior to interview?			Yes ☐ No ☐

Reference 3:

Referee's name:		Job title:	
Organisation's name & address:		Relationship to you: (e.g. Line manager/HR)	
Work phone number:		Email address:	
Can we contact this referee prior to interview?			Yes ☐ No ☐

Further Information:

1. Are you, to your knowledge, related to or do you have a close relationship with any member, officer or school governor of the Academy?	Yes ☐	No ☐
2. Are you subject to any legal restrictions in respect of your employment in the UK? You will be required at interview to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service.	Yes ☐	No ☐



3. Are you currently subject to any sanction, or have you at any time been barred or suspended from working with children or vulnerable adults, by any regulatory, professional or government body.	Yes ☐	No ☐
If you have answered “yes” to the questions above please provide further details:		
Some forms of employment, occupations and professions are exempted from the Rehabilitation of Offenders Act 1974. If you are applying for a role with unsupervised access to vulnerable groups this will be stated on the advert and you will be required at interview to declare if you have ever been convicted or cautioned for any criminal offence either ‘spent’ or ‘unspent’. The DBS code of conduct is available upon request. If you are applying for a role where you will not be working with vulnerable groups you will be asked to declare ‘unspent’ convictions only. Do you agree to declare the information required for the role you are applying for?	Yes ☐	No ☐
Declaration:		
I declare that to the best of my knowledge and belief, the information I have provided on this application form and supplied with it is correct. I understand that any subsequent contract of employment with the Academy will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed. Signature:..... Date:..... If you lobby employees or governors of the Academy, either directly or indirectly, in connection with your application you will be disqualified.		
Data Protection Act: Cranfield Church of England Academy has a duty to protect personal information and will process personal data in accordance with the Data Protection Act 1998 and any amendments to the Act. By completing this form, you are giving your consent to the processing of the data in your application. Under the terms of the Data Protection Act 1998 the information provided on this form will be held in confidence and used for the purpose of recruitment and selection and personnel administration / monitoring only and for no other purpose.		

Please return your completed application to headship@epm.co.uk

HEALTH ASSESSMENT CHECK

If you are appointed you will be required to complete a Pre-Employment Health Questionnaire. Your appointment will be subject to a satisfactory clearance.

COMPLAINTS PROCEDURE

If you feel you have been unfairly treated, you have the right to complain. If you wish to complain, you should write to the Chair of Governors at the School and state why you think you have been treated unfairly. Any complaint should be made no later than 14 days after you are informed of the result of your application.