

Bretforton Village School



Head of School Candidate Information Pack



Bretforton Village School



Letter from the Executive Headteacher

January 2018

Dear Applicant,

Thank you for taking the time to read our information pack. The Directors of Bengeworth MAT are seeking an inspirational Head of School who is excited by both the prospect of working as part of a MAT executive team, as well as leading this new Academy, which converts on 1st February 2018.

As a new Academy, Bretforton Village School has the opportunity to build a strong reputation and offer families within the region the choice to attend an exceptional local village school. The Head of School will unify existing partnerships to create a challenging and aspirational Vision for the school - ensuring that standards are high whilst outcomes for children are rooted in wide curriculum experiences, within the context of an active and thriving village community.

The post would be suitable for an outstanding Primary Phase teacher with significant experience in a middle leadership role, or an existing Assistant or Deputy Headteacher looking for a more demanding and autonomous position. The enthusiasm, experience and energy you bring to this role will be matched by the commitment and expertise provided by our experienced central leadership team.

If you are excited by the prospect of leading continued change and development and have the skills to manage this alongside a teaching role, then we warmly welcome your application. We do encourage you to come and meet the staff and governors at Bretforton and look around this idyllic village school. You are also welcome to contact me through our MAT central office, if you wish to discuss the vacancy further.

Yours sincerely,

David Coaché

Executive Headteacher
Bengeworth Multi Academy Trust

01386 442047

office@bengeworth.worcs.sch.uk



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School information

School Size

| | |
|-----------------------------------|-----------------------|
| Number on roll | 55 (90 max) |
| Age Range | 4 - 10 Years |
| Admissions 2017/18 | PAN of 15 (0.5 entry) |
| Free School Meals / Pupil Premium | 15 % |
| SEN | 15% (49% monitored) |
| Attendance | 95.8% |

Staff

| | | |
|-------------------------------|---|--|
| MAT Executive Leadership Team | <ul style="list-style-type: none"> • Executive Headteacher; • x3 Heads of School (including Bretforton); • Associate Headteacher for Inclusion (LLE; NASENCO); • Business Manager | |
| Teaching Staff | <ul style="list-style-type: none"> • 2.6 FTE | |
| Teaching Assistants | <ul style="list-style-type: none"> • 2.5 FTE | |
| Support Staff | <ul style="list-style-type: none"> • School Secretary • x3 Children's Supervisors | <ul style="list-style-type: none"> • Cleaner in Charge • Cleaner |
| MAT Resources Support | <ul style="list-style-type: none"> • Central Finance, HR and Administrative Support Team | <ul style="list-style-type: none"> • IT Technical Support Team • Premises Maintenance Support Team |

Academic Achievements 2016/17

| Reception | | Key Stage 1 | Exs+ | GD | Year 5 | Exs+ | GD |
|---------------------------|------|----------------|------|----|-------------|------|----|
| GLD Expected or Exceeding | 71 % | Reading | 50% | 0% | Reading | 0% | 0% |
| | | Writing | 50% | 0% | Writing | 0% | 0% |
| | | Mathematics | 50% | 0% | Mathematics | 0% | 0% |
| GLD Exceeding Combined | 7% | Science | 63% | 0% | | | |
| | | Year 1 Phonics | 89% | | | | |



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About us

School Context

Bretforton First School is a Primary Age School with Reception to Year 5 converting to a single Academy in February 2018 as Bretforton Village School, within the Bengeworth Multi-Academy Trust. There are 55 pupils on roll organised in three classes: Reception (Robins); Year 1 and 2 (Toucans); Year 3, 4 and 5 (Owls). The previous school was graded Inadequate by Ofsted in 2016.

- The school has a PAN of 15 and a maximum NOR of 90.
- There are 2.6 FTE teachers responsible for three classes of up to 30 pupils including an Interim Head of School with a 0.4 teaching commitment and a Lead Teacher.
- The current Headteacher of Bengeworth CE Academy maintains direct responsibility for the accountability and performance of the school whilst the academy conversion takes place, in partnership with Local Authority representatives who know the school well. Once converted the school will be accountable to Bengeworth Multi-Academy Trustees.
- Teaching Assistants are currently deployed and directed by the Lead Teacher who is also the SENCO, with a full-time TA in EYFS, KS1 classes and a vacancy in KS2.
- The school is working in partnership with Bengeworth CE Academy, who are beginning to oversee the work of Finance, Admin, Premises teams with managers responsible for the performance of staff under their direction.
- Regular meetings and governor involvement ensure that school leaders are continually seeking to improve the school.
- Pupils make expected progress from typical starting points and have a secure understanding of outcomes at the end of Foundation Stage, in line with Age Related Expectations. Key Stage One pupils currently achieve below average outcomes in Reading, Writing and Mathematics and a legacy of underachievement persists in KS2.
- The majority of pupils are from a White British background with an average (15%) proportion of children entitled to Pupil Premium Grant.
- The proportion of pupils who have Special Educational Needs and/or Disabilities (confirmed through external agencies) is average although a very high proportion of pupils (49%) are being monitored under Inclusion arrangements due to gaps in learning and possible undiagnosed learning needs. There is one pupil undergoing assessment for an EHCP for SEN in the school.
- The majority of new intake are admitted via the local Pre-School, with some parents travelling out of catchment to attend. The school is popular and an essential hub for families and residents within the thriving village community.



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Person Specification

Head of School - Bretforton Village School

Bengeworth Multi Academy Trust will be looking to select a Head of School with a wide range of skills and experiences including, but not limited to the following:

Qualifications

QTS

Degree level qualification or higher

Further professional development

Experience

Experience as a successful leader with a proven record of raising achievement, across the primary age range.

Innovative curriculum leadership and the ability to successfully monitor progress.

Experience of promoting the professional development of staff and successfully managing them through performance reviews, targets setting and lesson observation.

Experience of reporting to accountable bodies such as the Headteacher, School Governors, School Improvement Partners or Ofsted.

Knowledge and Skills

Experience of school finances, including budget and resource management.

Proven ability to lead change, creativity and innovation along with excellent communication and interpersonal skills.

The ability to maintain and nurture the school's community ethos.

The ability to maintain and develop the school in concert with the vision, values and Christian ethos of the Multi Academy Trust

A clear understanding of promoting inclusion and equality for children from all backgrounds and with special educational needs.

A commitment to the protection and safeguarding of young people and an up-to-date knowledge of child protection procedures.

Personal attributes

A love for children and a passion for learning.

Willingness and conviction to lead school worship and moral development of the whole school community.

A commitment to high standards and expectations in all areas of school life.

Demonstrate a capacity for hard work with energy and vigour.

An approachable and adaptable leader who can work both autonomously and as part of a high performing team.



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Job Description

SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

Job Title: Head of School

Purpose

To secure outstanding outcomes for all pupils in the Multi Academy Trust by providing the day to day leadership of a single school. The Head of School will promote and support the vision and direction of the Multi Academy Trust.

The duties outlined within this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Executive Headteacher in consultation with the post holder to reflect or anticipate changes to the role.

Main Duties / Responsibilities

LEADERSHIP

- Accountable for ensuring the vision of the Multi Academy Trust is implemented and embedded effectively within the academy/ setting.
- Accountable for the effective day to day leadership, management and internal organisation of the academy/ setting.
- Effectively complete the requirements for performance management of staff.
- Coach, mentor and motivate staff to build a culture of high commitment, standards and drive for success.
- Liaise with the Executive Headteacher and governors in the recruitment and selection of teaching and support staff.
- Support the Executive Headteacher and governors in creating and maintaining good working relationships amongst all members of the school community.
- Work with the Executive Headteacher and central team to manage the school's delegated budget in line with the school's financial procedure, school improvement plan and strategic vision.
- Work with the Executive Headteacher and central team in the effective and efficient use of existing resources, and the securing of additional resources, for the Multi Academy Trust.
- Ensuring all MAT and academy policies and procedures (including safeguarding policies and procedures) are rigorously followed by staff and students.
- Support the Executive Headteacher and central team in ensuring that all school policies are regularly reviewed and updated.
- Undertake any relevant professional duties delegated by the Executive Headteacher.



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LEADING TEACHING AND LEARNING

- Accountable for leading on teaching and learning across the academy/ setting, promoting high quality learning opportunities and the highest possible outcomes for children.
- Ensure that statutory requirements for the National Curriculum are met and that all children are enabled to access a broad, balanced and relevant curriculum.
- Ensure that all children make optimal progress even where there are barriers to learning, through adopting, developing and implementing excellent systems and provision for all.
- Ensure that systems for monitoring and developing the quality of teaching and learning is in place.
- Ensure that there is an effective and rigorous system for assessing, recording and reporting of children's progress towards targets and outcomes.
- Effectively implement and frequently review the school behaviour policy to ensure a safe and harmonious learning environment.

GENERAL DUTIES

- Understands, accepts and follows the School's Safeguarding / Child Protection procedures in order to protect the safety of all children and vulnerable adults as the DSL or DDSL.
- To report all matters of concern in line with the MAT procedures.
- To undertake a teaching commitment at a level consistent with the needs of the academy/ setting and the demands of the post.



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