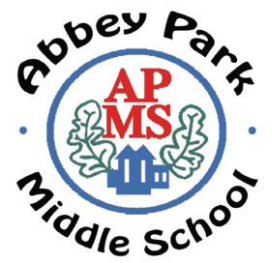


Abbey Park Pre-School
Abbey Park First & Nursery School
Abbey Park Middle School



Head of First School: Mrs C. Mitchell

Abbey Road
Pershore
Worcs WR10 1DF

Executive Headteacher: Mrs L. Evans

ABBHEY PARK SCHOOLS FEDERATION

Executive Headteacher Application Pack

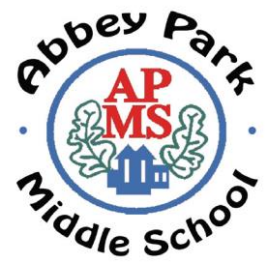
Position Start Date:

1st September 2018





Abbey Park Pre-School
Abbey Park First & Nursery School
Abbey Park Middle School



Abbey Road
Pershore
Worcs WR10 1DF

Head of First School: Mrs C. Mitchell

Executive Headteacher: Mrs L. Evans

Letter from the Chair of Governors

Dear Applicant,

Thank you for your interest in the post of Executive Headteacher in our Federation. We hope you will be encouraged to apply for what we consider to be a challenging and rewarding position. Our Federation is still young but has been popularly received by the local community. All our schools are on one site and we highly value the continuity of care and education we provide. Children are at the heart of it all and will certainly be involved in the interview process as will our excellent staff who I am always proud to represent.

We are currently very fortunate in our existing head who has done, and is still doing, a first class job. We are distinguished by our Mainstream Autism Base and the percentage of children with special needs and disabilities and we are firmly committed to the principle of inclusivity which works so well here.

Our popularity with our parents is well documented by the vociferous and enthusiastic rejection of ideas relating to a change of age range. The First and Middle school system is really valued in Pershore. We are looking for someone to lead us through the next stage of our development and, who knows, it could be you. Please apply.

Yours faithfully,

Ross Garratt
Chair of Governors.

The Governors, Staff and Pupils Perspective

Welcome to the Abbey Park Schools Federation. We are a recently formed group of schools who are at an exciting point in our development. Staff are benefiting from working closely together across the phases, sharing best practice across all schools and moving forward with new initiatives. We comprise Abbey Park Pre-school; Abbey Park First and Nursery School; and Abbey Park Middle School. This allows for a seamless pathway for pupils through the schools. We also deliver wrap-around care for pupils from Reception up to Year 7. We serve a local community in Pershore and surrounding villages and also attract pupils from outside of the catchment. The schools in the Federation are rated as 'Good' by OFSTED.

The phrase 'Inspiring excellence, including all' encapsulates the middle schools' vision. 'Working Together; Learning for Life' summaries the First and Nursery Schools vision with 'Inspiring Children to Learn' being the vision for our Pre-School. To provide the best quality of education for every child as well as allowing them to develop a range of skills as well as social and emotional literacy. We provide a safe and secure learning environment in which children can thrive and grow academically and as people. We promote a culture of respect amongst everyone in our school where every pupil feels valued, safe, confident and happy.

Our vision is to nurture and prepare every child at Abbey Park Schools Federation for the future by providing an inspiring, creative and personalised curriculum. We aim to maximise the academic, creative and personal potential of every student, ensuring that our pupils become confident, independent and motivated to achieve their very best. We promote an understanding of the local community and the wider world, by developing skills, morals and values, enabling all pupils to become good citizens.

The Abbey Park Federation has strong relationships with its stakeholders. We have built effective partnerships with parents and people in the wider community believing that by working together we achieve most for our pupils. We welcome visitors into school and take an active part in events locally. This includes a fruitful partnership with Number 8 Arts Centre and The University of Worcester. Our PTA help us to support community events like Pershore Carnival and the Plum Festival. Many of our pupils play for Pershore Town Football Club and other local sporting clubs. We also participate in the Annual Bellboating Regatta.

We are looking for someone who:

- Has a positive attitude and a mind-set where the children come first. This is imperative to running a successful school.
- Has a commitment to raising standards and has the drive to help us to achieve educational excellence.
- Has strong leadership skills, who can set the direction and ethos of the school. They will motivate staff to embrace new initiatives as we move forward.
- Understands the importance of relationships, empowering their staff and pupils and show great empathy. They will have the ability to listen to and understand the thoughts and ideas of pupils, staff and parents.
- Promotes inclusion, who understands SEND and challenging behaviour and therefore can appreciate a flexible approach to learning.

Pupils from our school would like someone who:

- Cares about us and wants to look after us.
- Listens to us. A person who we can trust.
- Encourages the teachers to make learning interesting exciting and fun.
- Is positive and is fair in the way that they deal with pupils.

- We see around the building and who is friendly to us.

We offer you:

- The opportunity to be part of an enthusiastic and mutually supportive team.
- CPD dependent on requirements.
- Encouragement for your work in school improvement.
- The support of the entire workforce.

Should you wish to arrange an informal visit, please contact us as the current Executive Headteacher is very happy to show you the schools and share her experience and personal vision. We look forward to receiving your application and hope to meet you soon,

Ross Garratt
Chair of Governors

The Executive Headteacher Post at the Federation of Abbey Park Middle, Abbey Park First and Nursery and Abbey Park Pre-Schools.

This post arises due to the retirement of Lynn Evans after 21 years at the school. In this time, she has transformed Abbey Park Middle School and overseen the creation of a successful Federation of the three schools named above. Pershore is a Georgian market town in a beautiful part of Worcestershire. It is well connected to the major UK cities and offers cultural and sporting activities. It was ranked fourth in 'The Times Best Places to Live 2017.' At the heart of town is the famous medieval Abbey after which the Federation of schools is named. This Federation was formed two years ago and the transition to its present status was very smooth and has proved very popular with parents. The existing staff show an excellent mixture of experience and youth and have played an important role in creating our successful Federation.

The Federation of schools attracts SEND families from beyond its traditional catchment area. This is, in part, due to a highly successful Autism Base. The Key Stage 2 results reflect the high level of SEND and staff have specialist skills in this area. At the last Ofsted Inspection of the Middle School, rated as 'good', the lead inspector expressed the wish to recognise it as outstanding in the light of the progress made by special educational needs children.

We are proud of our record of inclusivity and it is a distinctive feature of our schools. Abbey Park First and Nursery School had an Ofsted inspection in October 2017 and its rating of 'good' was maintained and the inspector had nothing but compliments. 'You and the staff achieve a good balance between promoting pupils' academic achievements and supporting their personal and social development.' The Middle school is a 'happy and welcoming school, pupils make good progress, achieving well in a range of subjects.' The Federation gives its pupils many enriching experiences including Circus Skills, an Arts Festival and a diverse sports offering. We offer 'wrap around care' and consider the needs of our families to be paramount.

Pre-school joined the Federation this academic year. At the same time the First School nursery became a full time provision. Therefore, for parents, there is continuity of education from age two to twelve on the same site. The Federation has led to the sharing of expertise and some staff are now working across campus and this continues to develop to the great benefit of the children. National figures for Middle School educated children show that they do better at GCSE than children educated in the two tier system.

At the present time, the Avonreach Multi Academy Trust has consulted to change the age range to become a two-tier system. Now, as on a previous occasion, there has been strong opposition to this proposal. The Avonreach Trust has not, as yet, applied to the Regional Schools Commissioner to gain permission to move towards this change. There is opposition to this from our parents, the Local Authority and the Diocese of Worcester Multi Academy Trust (DOWMAT). The Pershore Town Plan has recently been written and agreed. It foresees the continuation of the three tier system. Pershore is an expanding town with some 11,000 people by the end of the decade up from 8000 in 2010.

We have recently applied to join the DOWMAT, meaning we will be on a par with our two neighbouring schools in Drakes Broughton and Pinvin, both offering education though to end of Year 7. We hope to progress towards becoming part of the DOWMAT during the current year.

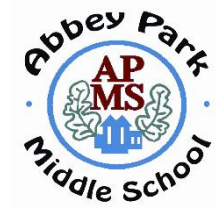
We are looking for a suitably experienced and qualified person to lead our successful Federation onwards and to work with the Governors setting the strategic direction of the Federation. The successful candidate will continue our policy of inclusivity and be involved in the life of the whole school community. We welcome applications from all educational backgrounds. Please indicate in your letter of application how your experience fits the essential and desirable aspects of the personal specification.

The post will be remunerated between Levels 21-27, as we are a Group 3 site, and the closing date for application is Friday 2nd March. We are keen for this appointment to be made then, so we can proceed to the appointment of the Head of Abbey Park Middle School – in effect a deputy post – and we would like the successful Executive Head candidate to be involved in this.

We look forward to receiving your application. Thank you for your interest in this position.



ABBHEY PARK SCHOOLS FEDERATION



Executive Headteacher Job Description.

Salary Scale — Group 3/4 LS L21 — L27 (£64,417 - £73,876)

Job purpose

- To provide strategic leadership which secures success and continuous improvement for a partnership of schools, ensuring high quality education for all pupils and the highest standards of learning and achievement in accordance with statutory requirements.
- Responsible to the Governors and the Director of Children's Service at WCC.
- Responsible for teaching and support staff of both schools and their children and young people.
- Accountabilities to be met in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document, and the National Standards for Headteachers.

Shaping the future

- Creates and communicates a shared vision, ethos and strategic plan for the partnership that inspires and motivates all stakeholders and reflects the needs of each school and its community as part of and in its wider context.
- Translates the vision into clear objectives that promote and sustain school improvement.
- Initiates and builds the capacity for change.
- Develops and implements robust systems in key areas including short, medium and long term strategies that provide improvement, sustainability and capacity building.
- Empowers, develops and maintains strategic leadership capacity to support succession planning and meets the needs of both/all schools in the Federation.
- Ensures the schools move forward for the benefit of all pupils and their communities
- Motivates and inspires stakeholders to create a strong, shared culture of learning within an inclusive environment.

Leading learning and teaching

- Sets high expectations and challenging targets, monitoring effectiveness and evaluating learning outcomes.
- Ensures a Federation-wide focus on pupil achievement, using data and benchmarks to monitor progress in every child's learning.
- Establishes creative, effective approaches to learning and teaching, responsive to the needs of the pupil community.
- Ensures a culture that supports and facilitates pupil engagement in, and ownership of, their

own learning.

- Implements strategies to improve the quality of teaching and learning across all schools to ensure it is consistently strong enough to raise standards.

Developing Self and Others

- Develops a positive ethos that celebrates the achievement of all and fosters a culture of continuous improvement.
- Builds a collaborative learning culture within the Federation of schools and actively engages with other schools to build effective learning communities and partnerships.
- Ensures effective planning, co-ordination, support and evaluation, ensuring clear delegation of tasks and devolution of responsibilities.
- Develops and maintains effective strategies and procedures for the induction, professional development and performance review of all staff.
- Sets high expectations for all and addresses underperformance, challenges unacceptable practices and attitudes.
- To act as a role model for the highest professional standards and behaviours.
- Regularly self-evaluate, set personal targets and take responsibility for own personal professional development.
- Ensures both self and others achieve an appropriate work/life balance.
- Ensures the performance management of staff reflects the aims and objectives of the Federation.

Managing the Organisation

- Creates organisational structures that reflects the schools values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Ensures the schools and their resources are organised and managed to provide an efficient, effective and safe learning environment.
- Recruits, retains and deploys staff effectively across both schools.
- Ensures the leadership teams are empowered and able to support the smooth operation of both schools.
- Ensures the Federation resources are deployed to achieve value for money.
- Produces and implements clear, evidence-based improvement plans and policies for the development of the schools and their facilities.
- Manages and optimises the use of financial and human resources to achieve the Federation educational goals and priorities.
- Ensures the range, quality and use of resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Ensures effective time management between each school to ensure an effective leadership presence on all sites.

Securing Accountability

- Develops effective working relationships with the Governing Body.
- Is legally and contractually accountable to the Governing Body for the schools, its environment and all its work, and work with it to meet responsibilities.

- Develops an ethos across the Federation that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accepts responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation through performance management.
- Develops and presents an accurate account of schools performance to a range of audiences including governors, parents and carers, the Local Authority and Ofsted.

Strengthening Community

- Embeds positive and purposeful relationships across and beyond the school that benefit children, families and local communities.
- Co-operates and work with relevant agencies and partners to ensure the well-being and safeguarding of children.
- Ensures learning experiences for pupils are linked and integrated with the wider community, locally, nationally and globally.
- Builds school culture and curriculum that takes account of and addresses the mono-culture of the area.
- Networks and quickly develops effective relationships in order to secure a range of resources and opportunities for the schools.
- Creates and promotes positive strategies for challenging all forms of prejudice and harassment.
- Promote the concept of lifelong learning and family engagement with learning through partnership.

Safeguarding and Promoting the Welfare of Children

- Develops and sustains substantial knowledge and experiences that addresses safeguarding issues.
- Ensures a safe and supportive school culture.
- Ensures the welfare of children is safeguarded and promoted in line with current best practice and LA advice.
- Identifies key features of staff recruitment that help deter and prevent the appointment of unsuitable people.
- Develops and introduces policies and practices that minimise opportunities for abuse or ensure its prompt reporting.

Other Duties

The post holder may be required to undertake such other duties and training and/or hours of work as may be reasonably required to be consistent with their level of responsibility.

The Governing Body reserves the right to vary the content of the Job Description, after consultation, to reflect changes to the job without changing the general character of the post or level of responsibility.

Person specification

To carry out their responsibilities effectively, Executive Headteachers need specific professional knowledge and understanding and a range of leadership, management and personnel skills and attributes, which are applied across the seven key areas of responsibility, set out in the Executive Headteacher role profile.

Qualification requirements		Application Form/ Interview
<ul style="list-style-type: none"> Qualified Teacher Status (essential) Evidence of regular and appropriate professional development Evidence of recent management development 	Essential	
<ul style="list-style-type: none"> NPQH, unless a serving or returning headteacher (who gained a headship before 1 April 2004) 	Desirable	
Executive Headteachers should be able to demonstrate their experience, knowledge and understanding of:		Application Form/ Interview/ references
Shaping the future <ul style="list-style-type: none"> Local, national and global trends in education Ways to build, communicate and implement a shared vision Strategic planning processes including financial planning, budgetary management and principles of best value Leading change, creativity and innovation and its impact on organisations and individuals 	Essential	
<ul style="list-style-type: none"> Communication strategies both within and beyond the school New technologies, their use and impact Transforming schools and networks into personalised and professional learning communities Develop a culture that encourages participation, builds stakeholder esteem, recognises successes and celebrate existing good practice. 	Desirable	
Leading teaching and learning <ul style="list-style-type: none"> Strategies to raise achievement and achieve excellence Strategies to develop a personalised learning culture Strategies to ensure inclusion, diversity and access Strategies to develop effective staff 	Essential	
<ul style="list-style-type: none"> Models of learning and teaching Principles of effective teaching and assessment for learning Models of behaviour and attendance management Curriculum design and management Data collection and analysis tools Performance monitoring and evaluation techniques Principles and models of self-evaluation Time-management between partner schools to ensure effective management presence at all schools Clear understanding of the ethos and mechanics of all schools, how to diagnose their requirements and establish personal credibility with stakeholders Understanding the of concept of distributed leadership and its role in effective management 	Desirable	

Developing self and others <ul style="list-style-type: none"> • Building and sustaining a learning community 	Essential	
<ul style="list-style-type: none"> • Strategies to promote self and team development • Models of continuing professional development • Challenge underperformance and increase expectations • Coaching and mentoring skills 	Desirable	
Managing the organisation <ul style="list-style-type: none"> • Manage challenge and dissent if required • Principles and strategies of school improvement • Knowledge of legal issues relating to managing a school including Equal Opportunities, Race Relations, Disability, Human Rights and Employment Legislation 	Essential	
<ul style="list-style-type: none"> • Devise implement and manage rapid change initiatives • Secures affiliation with colleagues • Flexible/Differentiated approach to targeting improvement measures at staff • Manage the challenge of balancing schools short term and long term objectives • Models of organisations and principles of organisational development • Project Management • Policy creation, through consultation and review • Personnel, governance, security and access issues relating to the diverse use of school facilities 	Desirable	
Securing accountability <ul style="list-style-type: none"> • Principles and practice of quality assurance systems, including school review, self-evaluation and performance management 	Essential	
<ul style="list-style-type: none"> • Statutory educational frameworks, including governance • Public service policy and accountability frameworks, including self-evaluation and multi-agency working • Use of a range of tools, (including performance data), to support, monitor, evaluate and improve aspects of school life, including challenging poor performance • Network effectively in order to secure a range of resources and opportunities for the Federation 	Desirable	
Strengthening community <ul style="list-style-type: none"> • Build effective relationships and gain trust of all stakeholders and the wider community • Strategies to encourage parents and carers to support their children’s learning 	Essential	
<ul style="list-style-type: none"> • Current issues and future trends that impact on the school community • Models of school, home, community and business partnerships • Wider curriculum beyond school and the opportunities it provides for pupils and the school community • The work of other agencies and opportunities for collaboration 	Desirable	
Safeguarding and promoting the welfare of children <ul style="list-style-type: none"> • Awareness, understanding and successful experience of safeguarding and welfare issues; <p>Addressing and possessing up to date knowledge and understanding of national and local safeguarding policies and guidance.</p>	Essential	

Key Dates and Recruitment Process

We are delighted that you have requested an application pack for the position of Executive Headteacher of our Federation.

Contained in this pack you will find:-

- An application Form
- A job description
- A Person Specification, highlighting our essential and desirable qualities for the post
- The Governors, Staff and Pupils Prospective
- A Federation brochure
- A letter from our Chair of Governors, Mr Ross Garratt
- An overview of both our Federation and the position of Executive Headteacher

Please ensure that your application form and any supporting documentation, evidence all aspects of the advertised role, as outlined in the Person Specification. Please note that applications can only be accepted on the attached application form, and C.V's will not be accepted.

We welcome visits to our Federation from all applicants. Please contact us via e.mail to our Schools Business Manager, Samantha Faulkner at sf@abbeyparkmiddle.worcs.sch.uk or via telephone on 01386 552667 ext 215 to make a convenient appointment.

Completed application forms should be returned to sf@abbeyparkmiddle.worcs.sch.uk or by post to:-

Abbey Park Schools Federation
Abbey Road
Pershore
Worcestershire
WR10 1DF
For the attention of Samantha Faulkner

Key dates are outlined in the table below:-

Date	Item	
2 nd March 2018 – Midnight	Closing date for applications	
5 th March onwards	Shortlisting for interviews	
15 th and 16 th March 2018	Interview date/s	
Friday 16 th March 2018	Decision and candidate feedback	

You will find lots of additional information about our schools on their websites, including their Ofsted reports and assessment data. The website addresses are:

Abbey Park First and Nursery School and Abbey Park Pre-school:- www.abbeyparkfirst.worcs.sch.uk

Abbey Park Middle School:- www.abbeyparkmiddle.worcs.sch.uk

Should you require any further information, please do not hesitate to contact us.