

Headteacher

Candidate Information Pack

School information — job description — person specification



Birley Spa Primary Academy

A L.E.A.D. Academy



Birley Spa Primary Academy is an Academy with great potential and a commitment to rapid improvement. It is situated in the south of Sheffield, with approximately 430 children on roll, including an integrated resource unit for children with additional needs. We serve a supportive and loyal community and, along with four other local schools, are proud to be part of the L.E.A.D. Academy Trust; recognised by the DfE for having a track record of successfully improving underperforming schools.

We believe that our pupils deserve the best life chances; we are committed to providing an excellent education that raises aspirations, elevates expectations and drives forward achievement. Our children are encouraged to be their best, develop their interests and talents and become caring, considerate members of the wider community. We passionately believe in the importance of working in partnership with our staff, parents, pupils and the local community to act as a catalyst for ensuring all our children receive an exceptional education.

The common goal for all at Birley Spa is to create an Academy with an ambitious strategic vision; an Academy of which its pupils, parents and community can be proud.

This is an outstanding opportunity to join our pioneering Academy Trust. We are looking to appoint a dynamic and inspirational Headteacher with senior leadership experience to drive Birley Spa Primary Academy onto the next stage of its journey.



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

Thank you for your interest in leading Birley Spa Primary Academy and working within the L.E.A.D. Academy Trust.

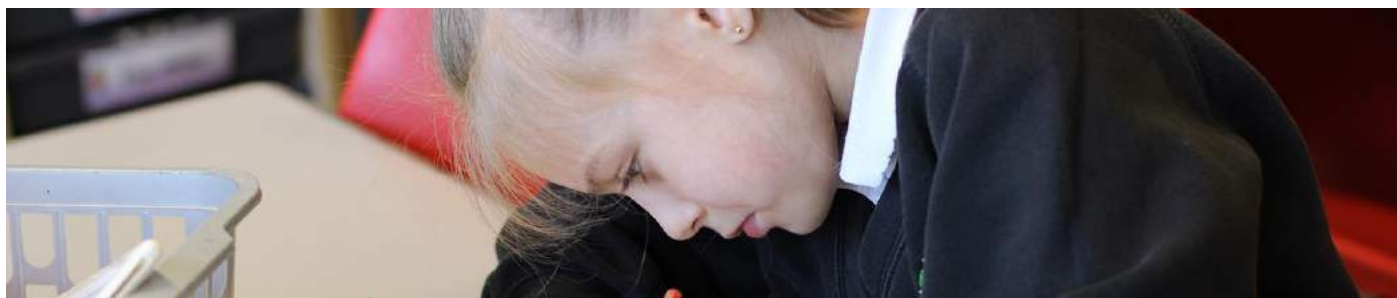
Our vision is that through outstanding leadership we will provide the highest quality education to enable every pupil to realise their full potential. Of course, every good school aspires to this aim, so what makes us different?

We passionately believe in the power of partnership working as a catalyst for ensuring more children receive an exceptional education. Our member schools know the transformational impact it can have from experience. At the same time, we recognise the importance of autonomy. Every school has its own context and challenges. This is why we encourage our member schools to lead and manage in a way that preserves their individual identity and responds to the specific needs of their children and community. The combination of autonomy and collaboration across key areas of leadership and management, underpinned by shared vision, values and best practice is what makes the L.E.A.D. Academy Trust unique.

We are also strengthened by the support, guidance and wide-ranging skills of our experienced board of trustees.

The acronym L.E.A.D. embodies the four core principles at the heart of the Trust: strong leadership at every level; empowering every child to aim high; giving every child the opportunity to achieve and constantly driving for improvement.

Our innovative model is attracting widespread attention from schools nationally that share our vision and values. We welcome your interest in joining us. For more information, visit our website <http://www.leadacademytrust.co.uk>.



Information about the process

Please use the personal statement to demonstrate how you meet the person specification, with evidence provided wherever possible of positive outcomes. Candidates will be shortlisted on their suitability for the role and how well they demonstrate the knowledge, skills and attributes set out in the person specification.

The deadline for receipt of applications is 12noon on Tuesday 3rd July. Completed forms (and any enquiries) should be submitted to scott@gloverrecruitment.co.uk. If you would prefer to send your application by post, please address it to Glover Recruitment Consultancy, 64 Valley Road, Sheffield, S8 9FY. School visits are encouraged and should be arranged directly with the school.

All candidates will be informed of the shortlisting outcome by 4.00pm on Wednesday 4th July.

Shortlisted candidates will be asked to attend an assessment centre at Birley Spa on Monday 9th July and, if taken through after day one, an interview in Nottingham on either Tuesday 10th or Wednesday 11th July.

The assessment centre will consist of a series of job-related exercises designed to give candidates the opportunity to demonstrate the key attitudes, skills and knowledge required for the post. Shortlisted candidates will be fully briefed at the beginning of the process.

Headteacher Birley Spa Primary Academy

A L.E.A.D. Academy
Jermyn Street, Hackenthorpe, Sheffield, S12 4QE
Tel: 0114 2399106
Email: enquiries@birleyspa.sheffield.sch.uk
Web: www.birleyspaacademy.co.uk

Group size 3 NOR 430

Salary L22-30 (£66,017 - £80,310)

To start January 2019 (or earlier by arrangement)

This is an outstanding opportunity to join our pioneering Academy Trust. We are looking to appoint a dynamic and inspirational Headteacher with senior leadership experience to drive Birley Spa Primary Academy onto the next stage of its journey.

At the heart of our Trust is the development of outstanding leaders. We empower individuals in our schools to provide the highest quality education, enabling every pupil to realise their full potential including those accessing education in our integrated resource unit for children with additional needs.

We believe that our pupils deserve the best life chances; we are committed to providing an excellent education that raises aspirations, elevates expectations and drives forward achievement. Our children are encouraged to be their best, develop their interests and talents and become caring, considerate members of the wider community. We passionately believe in the importance of working in partnership with our staff, parents, pupils and the local community to act as a catalyst for ensuring all our children receive an exceptional education.

The successful candidate will:

- Develop and apply their vision for Birley Spa Primary Academy
- Determine, implement and monitor the quality of teaching and learning across the academy
- Ensure the efficient and effective deployment of staff and resources
- Hold accountability for the performance of Birley Spa Primary Academy
- Lead, empower and drive staff to achieve success

We are searching for an individual who:

- Demonstrates a clear understanding of what constitutes excellent learning from creative concepts to practical application
- Holds a track record in raising teaching standards, ensuring progression and attainment for all pupils with a desire to embed a culture of continuous development for all
- Possesses extensive interpersonal skills to create and effectively communicate the academy vision to all key stakeholders
- Demonstrates a commitment to providing an inclusive environment for children with SEN requirements
- Is a great teacher — as a leader of teaching, we are searching for an individual who understands what great learning looks like in the classroom and recognises how to achieve it
- Inspires, motivates, empowers and leads all to achieve

Birley Spa is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We require the successful applicant to undertake an enhanced criminal records check via the Disclosure & Barring Service. Please visit the school website to view our safeguarding policy.

Visits to our school are strongly encouraged and can be arranged by contacting Davinia Helliwell, School Manager, on 0114 2399106.

Completed applications forms, and any queries about the recruitment process, should be addressed to Scott Glover at scott@gloverrecruitment.co.uk or by phoning 0776 6773682.

Closing date: 12 noon Tuesday 3rd July 2018



Headteacher job description

Salary range:	Group 3 ISR: L22-30 (£66,017 - £80,310)
Reporting to:	The Board of Trustees and the Chief Executive Officer, L.E.A.D. Multi-Academy Trust

Strategic Purpose

- To provide inspirational, creative and professional leadership and management for the academy.
- To establish high quality systems and policies in all areas of the academy's work.
- To establish high quality education through effective leadership of teaching and learning.
- To establish a culture that promotes excellence, equality and high expectations of all pupils.
- To ensure that strategic planning is informed by rigorous self-evaluation and that it continuously improves learning and pastoral outcomes.
- To establish and develop genuine partnerships to support the work of the academy and Trust.
- To ensure that the academy provides a safe and happy environment that promotes the welfare of children.
- To ensure all safeguarding and child protection policies are adhered to.

Core responsibilities

Strategic direction and development of the school

- Provide inspiring, creative and purposeful leadership for the staff and pupils/students.
- To work in partnership with the Trust, the governing body, staff and parents, generating the ethos and values which will underpin the academy.
- To co-create and implement a Development Plan which will secure continuous academy improvement and support the principles of LEAD Trust.
- To monitor and evaluate the performance of the academy and respond and report to the governing body and the Trust as required.
- To ensure that management, finances, resources and administration of the academy supports its vision and aims and maximises value for all pupils/students.
- To ensure that policies and practices take account of national, local and academy requirements and apply sound educational practice through evidence based pedagogy.
- To regularly monitor, evaluate and review the impact of policies, priorities and targets and take action if necessary.
- To inspire all those involved in the academy to commit to its aims, stay motivated to achieve them and involved in meeting long, medium and short term objectives to secure the educational success of the academy.
- Develop an outward facing academy to collaborate with other academies in the Trust, parents, the wider community and partners to champion best practice and enhance the education and safeguarding of pupils/students.

Teaching and learning

- Continue to maintain an environment that promotes and secures outstanding teaching, effective learning and high standards of achievement, behaviour and attendance.
- Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- Ensure that pupils/students develop study skills in order to learn more effectively and with increasing independence.
- Determine, organise and implement a policy for the personal, social and moral development of pupils/students.
- Monitor and evaluate the quality of teaching and learning and achievement of all pupils/students through appropriate methods.
- Determine and implement policies which ensure inclusion, diversity and equality of access.

Leading and managing staff

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.
- Promote and monitor the continuing professional development of all staff.
- Hold staff to account for their professional conduct and practice, as specified in the Terms and Conditions of Service of teachers.
- Ensure that a deputy Headteacher or suitable person, assumes responsibility for the discharge of the headteacher's function at any time when absent.

Efficient and effective deployment of staff and resources

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

Accountability

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

Person Specification

In your personal statement, you should demonstrate how well your knowledge, skills and experience meet the requirements of the person specification. The shortlisting decision will be based on how well your application demonstrates that you meet the person specification.

Qualifications and experience

1	Qualified teacher with QTS
2	Evidence of senior school leadership with the primary phase
3	Has undertaken recent and relevant further professional development

Domain one: qualities and knowledge

1	Promotes a strong culture of collaborative working where every member of staff is valued as an essential member of the team and can fulfil their potential.
2	Communicates compellingly the school's pupil/student centred vision and drives strategic leadership, empowering all pupils/students and staff to excel.
3	Sustains wide current knowledge and understanding of national and local education and school systems within a clear set of principles focused on the school/academy's vision, values and moral purpose.
4	Demonstrates optimistic personal behaviour, positive relationships and attitudes towards all members of their school community.
5	Leads by example with integrity, creativity, resilience, and clarity drawing on their own scholarship, expertise and skills, and that of those around them.

Domain two: pupils and staff

1	Develops in pupils/students a love of learning and a sense of inner confidence and self-belief that enables them to achieve high standards, overcoming disadvantage and advancing equality.
2	Promotes an environment that values the success and sense of wellbeing of each pupil/student, focused on safeguarding and developing their spiritual, moral, social and cultural development and exemplary behaviour.
3	Secures excellent teaching through an understanding of how pupils learn and of the core features of successful classroom practice and curriculum design.
4	Establishes an educational culture of 'open classrooms' as a basis for sharing best practice within and between academies/schools, drawing on and conducting relevant research and robust data analysis.
5	Creates an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, drawing on and conducting relevant research and robust data analysis.
6	Identifies emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
7	Holds all staff to account for their professional conduct and practice.

Domain three: systems and processes

1	Delegates leadership throughout the organisation, including governors, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decisions.
2	Demonstrates an understanding of the statutory, financial and budgetary processes required in the management of a school/academy, including Best Value measures.
3	Would be able to build upon current academy improvement plans.

Domain four: the self-improving school system

1	Maintains an outward facing school/academy which works well with other schools and organisations.
2	Seeks opportunities to invite parents, carers, community figures, businesses and other organisations into school/academy to enhance learning.
3	Led entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.

Domain four: the self-improving school system

1	Passionate about education.
2	Approachable, enthusiastic and creative.
3	Leads by example, demonstrating integrity, resilience and clarity.
4	Committed to the L.E.A.D. principles.

The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people. The Headteacher must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).

glover recruitment
consultancy

Queries about the application and recruitment
process should be addressed to
scott@gloverrecruitment.co.uk or by phoning
07766773682.