

Headteacher

Holyrood Academy



Letter from the Chief Executive Officer of Uffculme Academy Trust

Dear applicant

On behalf of Uffculme Academy Trust I would like to thank you for your interest in the role of Headteacher of Holyrood Academy.

This is a hugely exciting time for both Holyrood Academy and our Multi Academy Trust and we are looking to appoint an experienced, dynamic and inspirational leader to play a key role in delivering outstanding outcomes for our pupils inside and outside of the classroom.

The successful candidate must be a highly motivated practitioner who can lead by example and inspire others whilst providing challenge and rigour within the school and across the Multi Academy Trust. In return we can offer wide-ranging career development opportunities, excellent support and access to some of the best leaders in the South West.

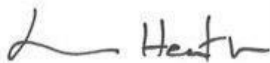
You will:

- Be an outstanding leader with established track record of school improvement
- Have excellent and proven leadership expertise
- Have expert knowledge of a secondary setting and preferably post 16 within a school setting
- Be committed to the ideals of comprehensive education and inclusive schools

We are incredibly proud of our Multi Academy Trust and in particular the schools within it and the potential to further improve standards of education for all children no matter what their starting point or their background. The Trust board is highly ambitious and committed and we are looking for an individual who shares the same values.

The closing date for applications is 17th September 2019 (midday). Interviews will be held on 25th and 26th September 2019.

We look forward to receiving your application.



Lorraine Heath OBE Chief Executive Officer

Uffculme Academy Trust

Uffculme Academy Trust is a multi-academy trust (MAT) working across Devon and Somerset. It was born of the partnership between Uffculme Secondary School, an outstanding 11-16 comprehensive, and Uffculme Primary School, which is the nearest and biggest of the secondary school's eight feeder schools. The founding school, Uffculme School, is a nationally renowned Outstanding secondary school which regularly achieves amongst the best outcomes in England. Uffculme School is also the host school for the West Country Teaching School Alliance, a teaching school which delivers exceptional CPD, school to school support and initial teacher education across 3 counties.

Our mission is to enable effective collaboration and partnerships that will support outstanding educational experiences for the pupils attending each of the Trust's schools. **Our mission is underpinned by our core beliefs and values that:**

- every child has the right to a high quality education where excellence is the norm
- teachers have the right to teach free from disruption and distractions, and
- parents have the right to know that their children are well-cared for and supported to achieve their best.

The Trust is creating and supporting a network of exceptional schools in which:

- each school sits at the heart of its community
- aspirations and expectations are high, and achievable, for everyone
- every pupil makes excellent progress and is enabled to achieve ambitious personal targets
- trust and mutual respect are at the core of all the relationships across the Trust
- enrichment is valued, planned for and resourced
- diversity is welcomed and celebrated
- pupil and parental engagement is high
- collaboration and partnerships across the Trust mean that all our staff may apply and develop their skills and experience, and
- teachers enjoy teaching and pupils enjoy learning.

Schools within UAT

- Uffculme Primary School
- Uffculme School
- Axe Valley Academy
- Holyrood Academy

Uffculme Academy Trust, Chapel Hill, Uffculme, Devon. EX15 3AG

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Holyrood Academy

Holyrood Academy is an 11-18 Academy in Somerset with approximately 1250 students on roll. It is situated in the centre of the market town of Chard and it is the only secondary school in the town. We are therefore fully comprehensive and committed to providing an excellent education in the service of our whole community.

Holyrood was last inspected in 2013 when it achieved an Outstanding rating.

Outcomes have been historically strong and despite the considerable challenges brought by the changes to KS4 programmes of study, we have consistently achieved a positive progress 8 score placing us as reliably one of the top performing secondary schools in Somerset.

On September 1st 2019, Holyrood Academy along with its partner school Axe Valley Academy will be joining Uffculme Academy Trust and will therefore have the opportunity to work as part of a team of highly effective school leaders. All the schools in Uffculme Academy Trust are currently Good or Outstanding and there is therefore much good practice to share and exceptional opportunities to learn from each other. Consequently all of our senior leaders are system leaders and regularly contribute to the leadership programmes of Teaching Schools across the region including those put on by our own Teaching School WCTSA.

The leadership team at Holyrood Academy consists of a mix of newly appointed and highly experienced senior leaders. All are driven to deliver exceptional experiences and educational outcomes for young people and have firmly bought into the UAT principles of excellence.

Holyrood benefits from a large and beautifully situated site within easy commuting distance to towns such as Taunton and Yeovil as well as the cities of Exeter and Bristol. Chard is on the edge of the Blackdown Hills and close to the Devon and Dorset coastlines. The Academy occupies a split site; however both sites are located on the same campus. We are therefore lucky enough to have a great deal of open space and our staff and students enjoy excellent facilities.

If you are interested in visiting please contact the School Business Manager, Tina Coles TColes@educ.somerset.gov.uk to arrange a visit. These will take place on Tuesday September 10th at 9.30 or Thursday September 12th at 2.00pm.

For a telephone conversation please email heathl@uffculmetrust.org with your contact details.

Should you wish to take your application further, please submit the completed application form and send it together with a supporting letter of two sides of A4 describing your philosophy for securing excellence and outlining how your skills, qualities and experience to date fully equip you for the role.

Job Description

Uffculme Academy Trust

Headteacher Job Description

Role: Headteacher

Responsible to: Chief Executive Officer

Leadership scale L30-L35

Key Purpose of Job

- Ensure that the school provides an excellent quality of education for all pupils at the school.
- Ensure continuous improvement with a consistent focus on pupil achievement by setting high expectations and stretching targets, using aspirational data and benchmarking to monitor progress.
- Monitor, evaluate and review school practice and promote whole school improvement strategies.
- Ensure that communication systems and processes are consistent, embedded and Implement effective change management when change is necessary, leading change and ensuring buy in from all key stakeholders.
- Establish a creative, responsive and effective approach to teaching and learning.
- Enable effective curriculum delivery through appropriate sharing of teaching expertise.
- Ensure that the school is compliant in terms of statutory and legal obligations, such as H&S, Fire Management and Safeguarding and ensure that policies, systems and processes are integrated, consistent and working effectively.
- Provide professional leadership which establishes a clear ethos, develops outstanding learning, achievement and success for all its pupils, and secures the improvement of the school and its professionals in accordance with the development plan/improvement strategy.
- Communicate efficiently the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.
- Model positive relationships and attitudes towards our pupils, and engage parents, governors and members of the local community in the constant improvement of all that we do.
- Ensure that the education and interests of our pupils are at the centre of everything we do.
- Develop highly effective relationships in and outside of the classroom at all levels across the school
- Lead on the deployment of agreed Multi Academy Trust systems and processes within the academy which could include: communication, business processes, Information Governance, HR, behaviour, safeguarding and SEND, H&S and Fire Management, ensuring these are compliant, consistent and embedded.

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- Ensure compliance in terms of all statutory and legal duties.
- Manage all staff, ensuring they are working consistently and effectively across the school
- With the support of the Finance Director/School Business Lead, lead on strategic financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupil outcomes and the sustainability of the school
- Develop a transparent and positive relationship with all stakeholders
- Maintain a thorough knowledge and understanding of policy direction and key accountability changes from DfE, Ofsted, Ofqual and other regulatory bodies and regularly review practice in the light of this information
- Work effectively and maintain positive relationships with leaders at neighbouring schools

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

Key Duties and accountabilities of the post

Delivering High Quality Education

1. Lead the improvement and development of the school on the basis of evidence about effective practice, and promote a strong culture of continuous professional development of Trust staff.
2. Demonstrate political astuteness in promoting the best interests of the school in the context of Trust core objectives, translating opportunities arising for local and national policy into the school context.
3. Ensure that developments within the school are consistent with our core objectives and further seek to serve our local community.
4. Demand ambitious standards for all pupils overcoming disadvantage and advancing equality, instilling a shared sense of accountability in staff for the impact of their work on pupil outcomes
5. Maintain and secure outstanding teaching for all pupils through an understanding of the features of successful classroom practice and curriculum design.
6. Ensure that a commitment to a fully inclusive approach permeates all decision making
7. Seek to create and sustain a highly ambitious culture which secures excellence both in and outside of the classroom

Leadership and Management:

1. Promote the sharing of best practice across the school between teachers and a culture where less than good practice is challenged and improved.
2. Create an ethos within which all staff are motivated and supported to develop their own skills and support each other.
3. Ensure high levels of staff morale and well-being
4. Engage in the effective recruitment, induction and retention of high quality staff

5. Identify emerging talents at all levels, coaching and encouraging aspiring leaders in a climate of excellence, leading to good succession planning.
6. Hold all staff accountable for professional conduct and practice.
7. Ensure that systems, organisation and processes are all effective, efficient and fit for purpose, upholding the principles of transparency integrity and probity.
8. Provide a safe, calm and well-ordered environment for all pupils and staff with a strong focus on safeguarding and the development of exemplary behaviour in school and in the wider society.
9. Enable effective curriculum delivery through appropriate sharing of teaching expertise.
10. Establish and implement rigorous systems for managing the performance of all staff, addressing under-performance, supporting staff to improve and valuing excellent practice.
11. Monitor, evaluate and review school practice and promote school improvement strategies.
12. Welcome strong governance and actively support the local governing body and Trustees to deliver their functions producing relevant reports and key information as required
13. Ensure that all leaders within the school are supported and challenged to undertake their leadership responsibilities and seek to create effective teams of developing leaders at all levels in the school.
14. Uphold and model the highest personal and professional standards including integrity, honesty, diligence and respect for others at all times when executing duties in line with the post and taking a tough principled stand where necessary

Wider engagement and contribution:

1. Develop the capacity for the school to work across the Uffculme Academy Trust and improve outcomes for all pupils.
2. Develop effective relationships with other services to improve academic and social outcomes for all pupils.
3. Use well evidenced educational research to help contribute to self-improving and school led systems.
4. Work effectively with other Headteachers across the Trust to share best practice and create effective Trust wide systems where appropriate
5. Participate in system leadership and work within the Teaching School (WCTSA) to promote excellent practice across the sector.
6. Inspire and influence others-within and beyond the Multi Academy Trust-to believe in the fundamental importance of education.
7. Engage positively with parents, governors and friends of the school to maintain strong relationships and partnerships and safeguard the reputation of the school at all times

General

1. Prepare policy review papers as required and requested.
2. Maintain a presence in local and national professional networks and through these and other means ensure a current overview of relevant policies and developments.
3. Comply with and uphold all respects of the Trust's code of Practice on equality and diversity.
4. Contribute to the safeguarding and promotion of the welfare and safety of children and young people with regard to the relevant documents published by the Department of Education, within any academy in the Uffculme Multi Academy Trust.

Supervision / Line Management Responsibilities of the post

There will be a requirement to be flexible in terms of line management responsibilities.

Other Duties

1. To undertake additional duties as required, commensurate with the level of the post.
2. To participate in induction training, staff review processes and professional development opportunities.
3. All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
4. The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
5. The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
6. The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.

Person Specification

Area	Job Requirements	Essential/ Desirable
Qualifications and Professional Development	Good Honours Degree	E
	QTS	E
	NPQH	D
	Level 3 Safeguarding Training	D
	Completion of other Recognisable Leadership Programme	D
Experience and knowledge	<u>Experience of:</u>	
	• Senior leadership in a secondary setting	E
	• Senior leadership in an 11-18 school	D
	• Leadership of the curriculum and line management of heads of department	D
	• Pastoral Leadership and line management of pastoral leaders	D
	• Effective working with governors	
	• Leading effective change and significant improvement within a secondary school setting	D
	• Holding key leaders to account	E
	• Working with data to identify key areas of improvement	E
	• Effectively leading and motivating staff and students	E
	• Effective engagement with parents	E
	• Quality assuring teaching and learning	E
	<u>Knowledge of:</u>	
	• Current thinking around National educational priorities including recent initiatives	E
• The new Ofsted Education Inspection Framework	E	
• Keeping Children Safe in Education	E	
• The SEND Code of Practice	E	
Skills and Qualities	• Evidence of up to date professional development relevant to secondary education	E
	• Ability to effectively support the professional development of educational staff to motivate, empower, challenge, and enable staff to realise and meet their full potential in accordance with the statutory framework and standards	E
	• Ability to analyse and present data effectively including progress and behaviour information	E
	• Good understanding of the skills and attributes required for effective leadership	E
	• Ability to swiftly identify needs of vulnerable pupils and use this knowledge to inform policy and practice	E
	• Experience of implementing effective strategies for which improve behaviour management	E
	• Experience of policy writing	D

	<ul style="list-style-type: none"> • Ability to foster the culture which challenges inequality. Ability to establish a positive ethos with an accent on high achievement for all • Ability to empathise with the needs of pupils and to be firm but fair and consistent • Ability to prioritise and manage time effectively • A team player with the ability to establish good working relationships with staff, pupils, parents and, governors and Trustees • The ability to communicate clearly and concisely both verbally and in writing at all levels • The ability to set clear expectations and parameters and to hold others to account for their performance • The ability to deliver excellent classroom teaching and secure outstanding student progress 	<p>E E</p> <p>E</p> <p>E E</p> <p>E</p> <p>E</p> <p>E</p>
Personal qualities	<ul style="list-style-type: none"> • The tenacity to see things through and secure, where necessary, 100% compliance from staff and pupils • Willingness to engage carers to encourage close involvement in their child's education • Flexibility in approach • Enjoyment in overcoming challenges • Ability to manage and prioritise effectively • Ability to enthuse and motivate others developing strong partnerships within internal and external stakeholders • Willingness to share expertise and knowledge with others • A sense of humour and the ability to bounce back when things don't work out as hope for • Appreciation of work life balance • Willingness to ask for help and support if necessary 	<p>E</p> <p>E</p> <p>E E E E</p> <p>E E</p> <p>E E</p>
Other	<ul style="list-style-type: none"> • An understanding and appreciation of Multi Academy Trusts and how they operate within the educational landscape • A willingness to contribute to system leadership and to support the development and improvement of other schools within and outside of the Trust • The ability to uphold the principles of Uffculme Academy Trust and to never allow them to be compromised 	<p>D</p> <p>E</p> <p>E</p>