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**Candidate Brief and Application Pack**

**for the position of Headteacher**

**St Mark’s C of E Primary Academy**

**September 2019**



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# Welcome Letter from Sir Steve Lancashire

# Chief Executive, REAch2 Academy Trust

Dear Candidate,

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you, then we would be delighted to receive your application.

**Sir Steve Lancashire **

**Chief Executive, REAch2 Academy Trust**

**Our cornerstones and touchstones**

REAch2 is a cornerstone of every academy in the Trust: a strong, responsible foundation providing a solid base, from which every academy can build and grow. Defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

What gives each REAch2 Academy its uniqueness are the touchstones of the Trust: seven principles which make our Academies distinctive. Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential within our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can and must succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny.

You can learn more about the touchstones, and hear from staff and pupils across REAch2 schools, at our website: [www.reach2.org](file:///C%3A%5CUsers%5Ccassie.leigh%5CDropbox%5CRecruitment%5Cwww.reach2.org)



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**Welcome letter from Jane Comerford Chair of Governors St Mark’s C of E Primary Academy**

Dear Applicant,

Thank you for your interest in the post of Head Teacher at our school. We are at an exciting stage in our development. Our vison is strong and our relationships with the community are excellent. We are looking for a leader who is energetic and ambitious and can take us to the next stage of our journey.

We are very proud of our children. We are deeply committed to transforming their lives and ensuring that their school experience is a happy and fulfilling. The Christian ethos of the school underpins all that we do, and we enjoy close links with our parish. We are a community in which every member is valued, and it is important that the new Head Teacher of St. Mark’s sees communicating with and supporting families as a priority.

We are a one form entry school, in the London Borough of Croydon. We had an OFSTED inspection in 2017, graded ‘Good’, and our SIAMS inspection, also in 2017, graded us as ‘Good’.

What I cannot convey on paper is the unique and special ethos of St. Mark’s which can only be appreciated by coming to look around. Please do contact the school, to make arrangements to visit us, and I look forward to meeting you.

The school is committed to safeguarding and promoting the welfare of the children and expects all staff and volunteers to share this commitment. Enhanced DBS checks will be made. References will be sought for candidates who are shortlisted. All applications will be treated in the strictest confidence.

I hope that you are excited about our school and this opportunity to add value to the lives of our children. I look forward to your application.

Yours sincerely,

**Jane Comerford**

**Chair of Governors St Mark’s C of E Primary Academy**

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**Welcome letter from Mother Roxanne Vicar of St Mark’s C of E Primary Academy and Governor of St Mark’s**

Dear Candidate,

I’m so pleased you are thinking about applying to become our next head teacher! As Vicar of the parish I am passionate about the strong relationship between church and school. I’m looking forward to working with our new head teacher to support the head and school in any way that we can as a church community; and I am excited to hear what a new head will want to do to further strengthen that relationship in new and creative ways.

Being right next door means that classes can very easily pop into church for all sorts of reasons: from studying the history of our beautiful church, to a visit to have the class teddy bear baptised by one of the clergy; or an amazing RE lesson taught in the church itself using different senses, for example.

As a school and church family we work very closely together with the aim of serving our local community to the best of our ability. We work closely on events such as the annual Harvest festival where the contributions of the school and church are given to the local Refugee Centre. Our end of year leaving service for Year 6 is one of the highlights of our year. The children pray and give thanks for all God has done during their time at St Mark’s and we send them off with bibles and year books as they take the light of St Mark’s with them.

Collective Worship is a huge strength at St Mark’s, graded Good at our latest SIAMS. We aim to make sure that the worship is relevant and accessible to everyone in the school community and clergy regularly lead worship both in school and in church. Our children feel a strong sense of ownership of the worship and are involved in serving, leading prayers (both written and spontaneous), giving readings, and contributing all sorts of creative elements to services. St Mark’s Church has a thriving congregation with children and young people making up at least a quarter of the regular congregation. We have excellent Sunday school for 0-12 year olds, conduct annual preparation classes for first communion and confirmation and seasonal discipleship classes. Our Church is proud of its history and identity as an inclusive Church where all are welcome.

Yours sincerely,

**Mother Roxanne**

**Vicar of St Mark’s Church**

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**About St Mark’s Church of England Academy**

*‘Inspiring minds, achieving excellence, nurturing faith’*

**Our School Headlines**

|  |  |
| --- | --- |
| Number of pupils on roll | 168 |
| Age range | 4-11 |
| Special Educational Needs | 18% |
| Disadvantaged pupils  | 44% |

**Our Vision: Inspiring minds, achieving excellence, nurturing faith**

We are a small and caring, family orientated Church of England Academy serving our local community. Our vision for our children is to inspire them through our values-based ethos, encouraging a life-long love of learning and a determination to excel and grow into compassionate, resilient and responsible adults of the future.

**Our Mission**

As a Church of England Academy, Christian values are central to the life of our school, where we worship together, serve together and grow together. We build relationships based on honesty, respect and trust.  Our learning environment provides a happy, calm and purposeful atmosphere with a culture of high expectations for all. We educate and nurture the whole child through an exciting and creative curriculum which develops children’s knowledge, skills and experience across a broad subject range encouraging all to excel.

**Our School Values Prayer**

Heavenly Father, please help me to:

Respect others and rejoice in their achievements

Endeavour to learn something new every day

Accept and celebrate the differences in others

Continually rise to every challenge

Honestly reflect on my own actions

In Jesus’ Name we pray, Amen

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**The Role: Headteacher – St Mark’s C of E Primary Academy**

Do you want to have an enduring impact on children’s education? Do you want to provide exceptional opportunities for learning?

The vision of St Mark’s C of E Primary Academy is one of ‘inspiring minds, achieving excellence and nurturing faith’. We are a small and caring family orientated Church of England Primary Academy serving our local community, welcoming children from all faiths and none.

Our vision for our children is to inspire them through our values-based ethos, encouraging a life-long love of learning and a determination to excel and grow into compassionate, resilient and responsible adults of the future. As a Church of England Academy, Christian values are central to the life of our school, where we worship together, serve together and grow together. We build relationships based on honesty, respect and trust. Our learning environment provides a happy, calm and purposeful atmosphere with a culture of high expectations for all. We educate and nurture the whole child through an exciting and creative curriculum which develops children’s knowledge, skills and experience across a broad subject range, encouraging all to excel.

We are looking for a passionate and inspiring leader with a clear strategic vision for improving the school's effectiveness and raising standards and expectations through strong and exceptional leadership and management. Having achieved a ‘good’ judgment in our previous OFSTED inspection (June 2017) we now want a leader who will support us towards achieving an outstanding education for our pupils through a highly effective, enriching and well-planned curriculum. As a Church of England Academy, we are subject to the Statutory Inspection of Anglican and Methodist Schools (SIAMS). We were last inspected in January 2017 where we were judged to be ‘good’ overall.

**We can offer:**

* An exciting challenge where you can truly make your mark
* The benefits of being part of the forward thinking REAch2 Academy Trust - one of the most successful primary Trusts in the country
* Support and collaboration with other Church of England schools across the Diocese
* A wide range of professional development opportunities and the opportunity to work with some of the best educational professionals in the country
* Strong induction and high levels of support from both the REAch2 Central team and the Southwark Diocesan Board of Education in order to support the school to make strong improvement towards outstanding

**We are looking for someone who:**

* Is a dynamic, motivational leader with a proven success record of improving teaching and learning
* Has a strong commitment to the Christian ethos of the school
* Has a strong understanding of systems-based leadership to enable them to lead improvement effectively in our school and beyond, including securing accountability at all levels
* Will be committed to ensuring the REACh2 touchstones are understood by all stakeholders and embedded in the life of the school
* Leads by example and has a track record of raising standards and levels of achievement
* Is able to inspire and motivate staff
* Is an excellent, engaging communicator who will develop strong relationships with children, parents and the wider community
* Has the vision and tenacity to lead the school towards being outstanding



# The application process and timetable

You are invited to submit an application form.

REAch2 Academy Trust and the Southwark Diocesan Board of Education have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete and return the Equal Opportunities Monitoring form separately with their application.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact Lucy Ellis, Deputy Director of Education (Cluster 7): lucy.ellis@reach2.org

|  |  |
| --- | --- |
| Application deadline:  | Thursday 19th September 2019 12:00pm |
| School Visits:  | Please telephone the school for an appointment - 020 8654 3570 and ask for Fiona George or Carole Clarke |
| Shortlisting: | From 19th September 2019 (pm) |
| Interviews:  | *25th September 2019* |
| Contract: | Permanent |
| Salary:  | L15-L21 depending on experience (outer London) |
| Job starts: | 1st January 2020 |
| Completed applications: | recruitment@reach2.org  |

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.



# Job Description – Headteacher

Post: Headteacher

Salary: L15-L21 (outer London)

Responsible to: Deputy Director of Education (Cluster 7)

## Core Purpose

St Mark’s C of E Primary Academy aims to reflect a living Christian faith to the community and a secure and caring learning environment for its children in partnership with parents, carers, the parish and the whole school community. We strive to maintain a high standard of education developing the full potential of everyone within a caring and supportive ethos.

The Headteacher shall carry out the professional duties as described in the School Teachers Pay and Conditions Document and would be expected to have considered these in relation to the Academy.

The Headteacher is accountable to the Local Governing Body and Deputy Director of Education for ensuring the educational success of the school within the framework of the Academy’s strategic plans and ensuring that the safety of pupils is always the highest priority. The Headteacher will provide professional leadership and management to the school and must establish a culture that promotes excellence, equality and high expectations of all pupils. As a Church of England school, the Christian ethos of the academy will underpin all of this.

## To be accountable to the Deputy Director of Education for:

* The effective implementation and embedding of the agreed school vision, principles and policies within the school
* Providing leadership across all aspects of the internal organisation: professional leadership, management and control of the academy
* Ensuring that child protection and safeguarding of pupils are always given the highest priority. Upholding the Trust’s policy in respect of child protection and safeguarding matters
* Creating a culture of constant improvement and being an inspirational leader, committed to the highest achievement for all in all areas of the school’s work
* The Headteacher will have line management responsibility for the Deputy Headteacher in the school
* Promoting excellence in teaching and learning, ensuring a continuous and consistent focus on pupils’ achievement and development (whole-person as well as academic)
* Ensuring that a high-quality educational experience is available for all children
* Creating a positive culture of support and high expectations, in order to achieve the school’s Strategic School Development Plan, raise standards and improve the quality of teaching
* Ensuring that teaching in all year groups is improving
* Ensuring that all children make good progress including where there are barriers to learning, through clear, consistent and excellent systems and provision for all, actively promoting inclusion
* Ensuring effective and appropriate pastoral support is available to children in the academy;
* Through robust and effective monitoring and evaluation, identifying and acting on areas of improvement in relation to the curriculum and assessment
* Keeping informed of developments within the National Curriculum and other relevant curriculum development sources, to ensure that the curriculum is rich, relevant and inspirational and contributes to outstanding educational and whole-person outcomes
* Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence
* Developing an inclusive and supportive approach so that the academy is a place where all children and the wider school community feel welcome

## Developing and Sustaining the Christian Vision and Ethos

* Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all stakeholders
* Preserve and develop the religious character of the school in accordance with the principles of the Church of England by providing leadership within a Christian context
* Ensure the provision of religious education is in accordance with the policy of the Southwark Diocesan Board of Education and Local Governing Body. To have regard to the Church of England character and foundation of the school and not do anything contrary to the interests of this foundation
* Develop and maintain positive relationships and links with clergy, local parish, Southwark Diocese and other external partners
* Use age appropriate daily collective worship and the school environment to enhance and develop the Christian nature of the school
* Demonstrate an understanding of other faiths and acknowledgement of diversity

## Developing Self and Working with Others

* Treat everyone within the academy fairly and equitably
* Develop a culture of personal responsibility that recognises both excellence and supports appropriate strategies to deal with under-performance in accordance with Trust Appraisal and Capability policies and procedures
* Ensure a high standard of professional development for all staff and for self, including attending all mandatory training events
* Work with the SLT to recruit and retain staff of the highest quality, in line with Trust policy and safer recruitment procedures
* Work with senior colleagues to deploy all staff effectively in order to improve the quality of education provided
* Regularly monitor the budget for the school and the use of resources
* Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
* Ensure that the allocation and use of accommodation within the school provides a positive learning environment that promotes the highest achievement for all
* Work with REAch2, the Deputy Director of Education, SLT and School Business Manager to maximise the level of external funding that is attracted to support the academy’s development
* Promote, embed, secure and monitor all agreed school policies

## Securing Accountability

* Work with the Local Governing Body (LGB) to enable them to meet their responsibilities
* Ensure that individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
* To develop a school ethos which will enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
* Develop and present a coherent, understandable and accurate account of the academy’s performance to a range of audiences including governors, parents and carers
* Reflect on personal contribution to school achievements and take account of feedback from others

## Strengthening Community

* Build a school culture and curriculum which takes account of the richness and diversity of the academy’s communities
* Ensure learning experiences for pupils are linked into and integrated with the wider community and within the REAch2 community of schools
* Create and maintain an effective partnership with parents and carers to support and improve pupils’ achievement and personal development

## Shaping the Future (Strategic Leadership)

* Work with the SLT and the LGB, to develop the shared vision and strategic plan for the academy, which is responsive to the community it serves. At the core of this should be the educational and personal development of the pupils
* Work with the Deputy Director of Education, Governors and staff to define and implement the academy’s vision and strategic direction so that it is understood and acted upon by all stakeholders
* Work within the school community to translate the vision into agreed objectives and operational plans, which will drive forward and sustain school improvement
* Ensure the sustained raising of aspiration, achievement and attainment, is met through an inclusive, sustainable and innovative lifelong education environment
* Ensure the school achieves its performance targets
* Demonstrate the vision and values of the school in everyday work and practice
* Motivate and work with others to create a shared culture and positive climate
* Promote the academy and develop effective and productive relationships with a wide range of stakeholders including the SDBE
* Secure the commitment of parents and the wider community to the vision and direction of the academy
* Challenge, motivate and empower others to attain ambitious outcomes
* Working with the Deputy Director of Education, develop strategies for school readiness in Early Years and a positive transition across Key Stages and into both primary and secondary education for children and parents

## Leading Learning and Teaching

* Drive and inspire a passion for learning in every member of the school community
* Provide a model of outstanding practice to all staff in teaching and school leadership
* Secure and sustain effective teaching and learning throughout the academy by ensuring sound strategies are in place for monitoring and evaluating the quality of teaching and standards of pupils’ achievement, using benchmarks and setting targets for rapid improvement of all children including those in vulnerable groups
* To build a collaborative learning culture within the school and actively engage with other schools within the wider REAch2 family and the SDBE to build effective learning communities
* Work with all staff to build effective teams
* Sustain their own enthusiasm and motivation and develop and sustain that of other staff
* To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
* Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal as below
* Effective and consistent implementation of the Teachers’ Appraisal Policy and other systems of quality assurance and professional development of teachers
* Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs and identified through the appraisal process
* Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the academy and the wider REAch2 family
* Under the direction of the Deputy Director of Education, develop capacity, through coaching and mentoring members of the SLT
* Keep abreast of educational developments and best management practice in order to introduce appropriate innovation and contribute to joint practice development

## Managing the Organisation

* Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities
* Advise Governors on the formulation of the annual budget in order that the school secures its objectives
* Receive and approve the academy budget in order to ensure that the academy meets its objectives
* Manage the academy’s financial and human resources effectively and efficiently to achieve the school’s educational goals and priorities
* Seek opportunities to invite parents and carers, community figures and those from the wider REAch2 family, business or other organisations into the school to enhance and enrich the school and its value to the wider community

## Equal opportunities

* Take responsibility, appropriate to the post, for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010

## Safeguarding children and Safer Recruitment

* Have due regard for safeguarding and promoting the welfare of children and to follow all associated child protection and safeguarding policies as adopted by the academy
* Ensure that all policies and procedures adopted by the LGB are fully implemented and followed by all staff
* Act in the role of designated safeguarding lead and fulfil all associated duties as outlined in keeping Children Safe in Education 2018 (or any subsequent updates)
* Ensure that 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
* Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices

## Health and Safety

* Work in compliance with the academy’s Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the academy
* Ensure compliance with procedures is observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training, instruction and supervision as necessary to accomplish those goals

## Data Protection

* To ensure compliance with the Data Protection Act (2018) and the Freedom of Information Act (2000)

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# Person Specification: Headteacher

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| **Faith**  | **Essential**  | **Desirable**  |
| A person of Christian faith, passionate about applying the Christian faith to the mission and ethos of the school.  | \* |  |
| Deep empathy and understanding of the Church of England and commitment to maintain strong links with the Parish Church. |  | \* |
| Sensitive to those of other faiths, no faith and respect for the views of all. | \* |  |
| Supportive to the inclusive character of the parish church and the school.  | \* |  |
| **Knowledge/Qualifications and Experience** | **Essential** | **Desirable** |
| Graduate with Qualified Teacher Status. | \* |  |
| NPQH (or equivalent) achieved or underway. |  | \* |
| Evidence of further qualifications. |  | \* |
| Significant experience at HT/HoS level. |  | \* |
| Understanding of leading an academy. | \* |  |
| Experience of leading an academy. |  | \* |
| A good understanding of the importance of the strong Christian identity of a church school with the ability to maintain and nurture the school’s Christian ethos.  | \* |  |
| Understanding of the challenges of leading a small school. | \* |  |
| Experience of developing a differentiated and creative curriculum to pupils with a diverse range of social, emotional, cultural, intellectual and physical needs. | \* |  |
| Ability to use a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance. | \* |  |
| Ability to engage the school community in the systematic and rigorous self-evaluation of the work of the school. | \* |  |
| Evidence of recent professional development that prepares for this post. | \* |  |
| Experience of monitoring and improving the quality of teaching and learning. | \* |  |
| Experience of having led, or made a significant contribution to, the success of a school, through its leadership, pupil outcomes and ethos. | \* |  |
| Experience of supporting staff to optimise attainment and progress of pupils. | \* |  |
| Evidence of an ability to plan strategically, build and communicate a coherent vision in a range of compelling ways. | \* |  |
| Extensive experience of working with children with significant barriers to learning. |  | \* |
| Knowledge of legislation relating to managing a school including Equalities legislation. | \* |  |
| Knowledge of the SIAMS (Section 48) inspection.  | \* |  |
| **Skills and abilities and professional attributes** | **Essential** | **Desirable** |
| Proven ability to inspire, lead and participate actively in building and sustaining a learning community and network with others within and beyond the school. | \* |  |
| Understanding and ability to communicate and successfully implement strategies across all aspects of the school including accountability, learning, curriculum, administration and communication. | \* |  |
| Proven ability to deliver a collective vision and shared purpose. | \* |  |
| Outstanding teaching. | \* |  |
| Experience of effectively managing the impact of change on organisations and individuals. | \* |  |
| The ability to deliver effective strategic financial planning, financial management including budgetary control and value for money. | \* |  |
| An understanding of and competent use of ICT including emerging technologies to aid and promote the quality of teaching, learning and administration. | \* |  |
| Excellent organisational skills. | \* |  |
| Well-developed interpersonal and communication skills and ability to use new and emerging technologies to secure impact. | \* |  |
| Clear understanding of the ethos and strategies required to establish consistently high standards in outcomes, progress, attitudes and behaviour. | \* |  |
| Able to meet national standards for Headteachers. | \* |  |
| Demonstrate a personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people and raising standards. | \* |  |
| Demonstrate personal and professional integrity, including modelling values and vision. | \* |  |
| Evidence of a commitment to safeguarding and promoting the welfare of children and young people. | \* |  |
| Commitment to promote and support the aims of REAch2. | \* |  |