



Headteacher

Candidate Brochure

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Headteacher for Hillside Primary School

We are seeking a new Headteacher for Hillside Primary school which is a vibrant and culturally diverse school based in Ipswich with a very strong sense of community. With 520+ primary school pupils and a nursery of around 80 part time places the school offers many exciting opportunities both in the classroom and outside in the lovely grounds. The school joined the Active Learning Trust in 2014.

The Active Learning Trust comprises of 21 schools across the east of England, most of these being Primary Schools. You will be joining a vibrant local hub of Trust schools in Ipswich in their mutual support and sharing of good practice.

Based in the heart of its community, Hillside serves the Maidenhall and Stoke areas of south-west Ipswich. The school dates back to the 1930's but has been periodically extended including significant building improvements which took place as recently as 2018. There are two spacious playgrounds and a large playing field. The school is situated in superb grounds which provide a very pleasant environment.

Currently a Head ready for the next challenge, or perhaps even an outstanding Deputy in a large primary school, you have a track record of raising and maintaining standards and the ambition, skills and drive to lead a school in its school improvement journey. You have the ability and the desire to galvanise and motivate staff and students and to get ahead of change and to steer it your way.

Our New Headteacher will:

- Provide the inspirational and secure leadership that will motivate children and staff alike to achieve their full potential.
- Establish a clear vision for continuous improvement that builds on the schools strengths, reflects its improvement priorities, and has a dedication to developing the passion for learning.
- Engage new families and the local community in the daily life of the school; and
- Direct, develop, and empower the senior leadership team within the school and across the Trust to achieve their school improvement objectives and their own continuing professional development.

In return for your energy enthusiasm and commitment we offer this great opportunity to lead a popular developing and well-resourced school. You will receive support and challenge from a well-regarded and stable academy Trust which is committed to achieving excellence and putting our children first. At the same time there is chance to be involved in our cross Trust partnership ways of working and to learn from and give further capacity to our collective journey.

For a confidential conversation or to arrange a school visit please contact Ross Laird at Academicis on 01223 907 977, or email rlaird@academicis.co.uk.

All completed applications to be sent to Ross Laird's email rlaird@academicis.co.uk by Noon Monday 11th November 2019.

Interview: Wednesday 20th/Thursday 21st November 2019

Active Learning Trust is an equal opportunities employer and welcomes applications from all nationalities gender and ethnicities.

Letter from the Chief Executive

Dear Applicant

The Headship of Hillside Primary School

Thank you very much for your interest in the post of Headteacher of Hillside Primary School.

The successful candidate will lead this large and diverse school into the next stages of its growth as it moves from its current position to an Ofsted judgement of Good and then Outstanding.

This is a challenging and exciting time for Hillside as it consolidates a range of school improvement measures that both celebrate and support its pupils and the wide range of cultures and backgrounds from which they come.

We are looking to appoint an ambitious and motivated leader to continue and further develop this standard of strong integration and who can further enhance the high esteem with which the school is held in its local community.

As an Active Learning Trust school Hillside will continue to be a participating member of the trust community as a whole and the Ipswich hub of two other primary and one secondary schools in particular. A further ALT school is due to open in the town in 2021.

The Ipswich hub and other Active Learning Trust schools provide school-to-school improvement, leadership development and CPD opportunities and Hillside will benefit from executive leadership support from a senior colleague based in Ipswich.

Highly experienced colleagues with a range of backgrounds in effective school improvement comprise the ALT central leadership team and they, along with the executive leadership of Hillside will work with you to deliver your and the trust's objectives.

The Trust operates through Local Governing bodies committed to providing senior leaders with support and challenge. Together we all share the belief that every child will receive a first-class education at all our schools having been expertly taught and well prepared for the next stages of life and the opportunities provided for them in their secondary education.

You are very welcome to arrange a visit to the school and to meet with staff and pupils there to see the work of our Trust in action. Arrangements can also be made for you to meet with the Executive Headteacher who will work closely with the new Headteacher of Hillside.

Clive Bush
Chief Executive Officer

Letter from the Chair Of Governors

Dear Applicant

Headship of Hillside Primary School

On behalf of the governors of Hillside Primary school and the Active Learning Trust, I would like to thank you for your interest in the post of Headteacher. I hope to receive an application from you if this role meets your career plans and ambitions.

We are looking to appoint an ambitious and motivated leader in whose safe hands we can entrust the next phase of this large and vibrantly diverse school.

We hope you will look at our inspection reports and our school website and understand the challenges and the excitement of leading this school to a good Ofsted judgement in the coming years. We are determined to do better as our school continues to develop while retaining the high levels of care and support we offer our children.

The Active Learning Trust directly supports the school through its highly effective school improvement team and we are also pleased to say the school will receive further support from an executive headteacher based in Ipswich who will be in a position to broker further effective connections with the wider community of successful ALT schools.

The Local Governing Body fully understands its responsibility for a range of duties in supporting the further improvement of the school and in enhancing strong links with parents, carers and the wider community and we look forward to hearing from you.

Visits to our school are strongly encouraged. Once again thank you for your interest and I wish you every success in your application.

Yours faithfully
Chair of Governors

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About Hillside Primary School

Hillside Primary school is a vibrant, exciting and culturally diverse setting that has a very strong sense of community. With 600 pupils the school offers many exciting opportunities both in the classroom and outside in the lovely grounds. The school joined the Active Learning Trust in 2014.

The proportion of disadvantaged pupils, those who are eligible for the pupil premium funding, is higher than the national average. The school meets the governments floor standards.

'My daughters love going to Hillside. The school is always happy to help, and nothing is too much trouble.' **Parent**

Based in the heart of its community, Hillside serves the Maidenhall and Stoke areas of south-west Ipswich. The two-storey building was built originally in 1937 with extensions added in 1951, 2004, 2014 and 2018. There are two spacious playgrounds and a large playing field. The school is situated in superb grounds which provide a very pleasant environment and offer excellent views of the river and the surrounding countryside.

Within the school grounds, the children enjoy the resources of a wild area (including a pond), vegetable beds and adventure playground equipment for each Key Stage. Our Early Years Department has two enclosed hard-play and grassed areas.

Standards at the school are below national and the school is working hard to improve these outcomes year on year. The school is at an exciting point as new strategies for the teaching of Maths and English are being implemented. The school has equipped itself well to welcome children and families from a range of backgrounds and also supports individuals joining the school throughout the school year with effective induction and transitional support from a highly skilled team.

The staff at the school benefit from the high-quality Professional Development programme that is provided by the Trust. All colleagues have a CPD entitlement and career pathway that ensures everybody within the school is part of the school improvement journey. The school works with local schools to support network groups for Early Years and also has a partnership with Place 2 Be a school based mental health charity that provides extremely high-quality support for pupils, parents and staff.

Parents commented that the school was the 'best of multicultural Britain'.

The school has very strong pastoral support team for all of the children and their families. There is a strong moral purpose that all staff have and use to guide their work with the community – Hillside is an extremely rewarding and valuable place to work and is an important member of The Active Learning Trust.



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Introduction

The Headteacher is accountable to the management of the Trust and the Local Governing Body of the school for the professional leadership, strategic direction and operational management of the School in order to ensure that the school's aims are implemented in accordance with the school improvement plan and the policies of the Local Governing Body and Trust.

The Headteacher will be a pro-active and committed part of the senior leadership groups across the Multi-Academy Trust.

The Trust will support the school via engagement with its central School Improvement team, and will use Executive Headship or other advisory arrangements to ensure its Headteachers benefit from cross-Trust capacity and expertise.

The Headteacher is required to monitor, evaluate and review the impact of policies, priorities and targets of the school and take timely action as necessary.

The Local Governing Body is committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations which safeguard children and young people.



The Active Learning Trust

The ALT brings together experienced and successful practitioners who share a collective belief in the effectiveness of school improvement, the primacy of performance management and the potential of new technology to enhance learning.

Hillside Primary School is located within our Ipswich Hub, which brings together the following ALT schools:

- **Hillside Primary School**
- **Gusford Primary School**
- **Chantry Academy**
- **Sidegate Primary School**

There are a further two ALT Hubs located in Lowestoft and in Cambridgeshire, and this provides the opportunity for schools to be part of a learning community that extends across local authority boundaries.

The Trust has the strong moral purpose of enabling schools to deliver high levels of achievement for all pupils, regardless of socio-economic circumstances, family situation or ethnic background.

The Trust will secure and sustain improvement in schools by providing leadership and support through academy sponsorship, by working with local governing bodies to strengthen their leadership and strategic delivery and through contracted work with school leaders and their teams.

In our academies and the schools that we work with, we will:

- Establish strong and effective leadership;
- Deliver good governance as a non-negotiable element of our work;
- Develop and sustain a strong and rapid trajectory of improvement;
- Ensure a calm and purposeful learning environment;
- Maintain robust systems of performance management;
- Champion broad and balanced curricula, well integrated with the needs of business, local communities and the realities of work beyond school;
- Harness the developing potential of information technology;
- Ensure community 'ownership';
- Promote the sharing of expertise and effective practice across academies and schools;
- Provide value for money services, delivered at minimised administrative cost;
- Build capacity by nurturing a collaborative network of school improvers;
- Ensure community 'ownership' of our Academies and schools and that they are seen as the schools of choice by their communities;
- Foster and sustain strong links with further and higher education.

Our vision

Our vision is to drive up standards in all the schools and settings we work with so that they can achieve a good Ofsted rating and have the capacity to reach the Outstanding judgement from Ofsted. We will do this by maximising our impact at school level, both with schools in need of significant improvement and with those that are already good and we will work with currently outstanding schools both to maintain that judgement and use their expertise to support others. Through this approach we will build a broad professional partnership of Academies that share the same vision and values represented by the Trust.

Specifically, we will:

- Support the drive to raise standards in all schools, through sponsorship and the deployment of our own team of experienced school improvers and with the support of existing high performing schools;
- Continually improve our capacity to ensure that the quality of what we deliver remains at an outstandingly high level by ensuring there are strong systems of performance management in place in all schools to support improvement, seeking out and valuing excellent performance and by ensuring good value for money;
- Ensure the delivery of high-quality education through our Academies to support pupils across all age ranges from the early years to post 16;

- Ensure there is strong governance and financial probity across the Trust and its schools;
- Work with LAs and the Regional Schools Commissioner on school organisation issues to address local communities' demand for the provision of high quality school places locally;
- Develop the leadership, management and governance in all our schools so that we grow and maintain the best leaders, and either lead or act as a partner with a Teaching School network to grow the next generation of effective teachers, school leaders, support staff and governors;



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- Establish a strong professional partnership of Active Learning Trust Academies so that they can stimulate and support each other across all aspects of teaching and learning and leadership and management;
- Establish, and where appropriate deliver, high quality professional development for all staff so we can maximise the opportunities for advancement within schools and the Trust more widely;
- Provide value for money advice and, where applicable, services to our schools that minimise administration locally and maximise the potential for our managers to be leaders in their schools. The Trust will fully utilise procurement strategies, particularly in terms of IT, to provide cost effective solutions and operations within and across its schools;
- Ensure as a business that the Trust maximises the potential for income and maintains a high level of control on costs which provides long term security for the Trust and its schools.
- Use the expertise in the Trust and, as we go forward, the expertise of excellent school leaders and teachers in Trust and partner schools, to identify areas of improvement and action planning to implement that improvement, so that we reach our goal of all Trust schools being outstanding schools;
- Continue to develop our hub model, to aid improvement and communication. This will include the hubs developing joint working of school staff and governing bodies, sharing good practice and developing their role as challenge partners;
- Develop outstanding new schools and propose new schools in the future which meet pupil place demand;
- Ensure that budgetary control is strong and that we maintain a close relationship with the Department for Education and the Education Funding Agency to ensure budget planning for the longer term is secure.

In our role as sponsor we will:

- Ensure there is an unrelenting focus on improvement in our schools, through our leadership, challenge and support role. We will focus on every pupil being able to achieve his or her potential and through that, have highly performing schools that are proud of their achievements and have a relentless focus on continuous improvement;
- Transform the leadership and governance arrangements in our schools, ensuring that staff have access to high quality support, advice and challenge with a focus on school improvement, including discipline and behavior for learning. Our focus as sponsor will be on the value we add to individual schools, backed by our strength in being able to utilise data and other information to ensure that our resources are targeted across the board (for example on work with underperforming groups) to where they can make the most impact;
- Work with our schools to maximise the use of continually developing technology, to develop and sustain a stimulating curriculum and learning environment in school and beyond that supports both teachers and learners and establish effective professional networks across all the Trust's schools. We will specifically use web technology to expand access to resources through, for example, providing examples of outstanding lessons as exemplars of excellent practice for other colleagues;
- Unlock the potential to highlight and share excellent practice through professional collaboration; we see one of our key roles as being the provision of mechanisms to enable this to happen in an easy and cost effective way;
- Support our school leaders through the provision of high-quality advice and well-targeted staff CPD, particularly through our Leading Active Learning Programme while ensuring value for money in the provision of services, maximising the funds available for teaching and learning;
- We recognise that each school is different – we don't look to impose a corporate style or identity on schools but we do have a common approach to maintaining the highest expectations;
- We believe our role is to help schools achieve excellence through the provision of support, advice and challenge of the highest quality;
- We are committed to a collaborative approach to our work, based on a shared understanding of what needs to be done, by whom and by when, in order to maximise the impact of our work;
- The Active Learning Trust seeks to promote a tolerant and informed view of the world and holds no political, cultural or religious affiliations. These core values underpin our commitment to provide the highest quality education for all our pupils so that they can go on to live fulfilling and responsible lives as active citizens;
- We will always be open and honest in our communications and we welcome feedback;
- We always do what we say we will do;
- We strive for excellence and quality in everything we do.
- Our staff can expect support and advice of the highest quality, clarity about the expectations we have of them and the right and responsibility to share successes and concerns;
- We believe pupils in schools that are part of the Trust have the right to an excellent education and a responsibility to positively take part in school and community life to the best of their ability;
- We believe that parents are an important part of a child's education and it is the responsibility of the Trust and schools to engage positively with parents to secure their support to raise attainment;
- We believe that strong Local Governing Bodies, acting as part of the Trust's monitoring and evaluation of progress, are key partners to success.

Our values

Key Responsibilities

LEADERSHIP AND MANAGEMENT OF PUPIL ACHIEVEMENT, PROGRESS AND SAFETY

- Ensure that student safety is at the centre of all of the school's functions, in particular strategic planning and resource management.
- Ensure an aspirational culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning and the learning of others.
- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every student's learning.
- Implement strategies which secure high standards of behaviour and attendance, student welfare, and citizenship.
- Ensure collaboration with other agencies in providing for the intellectual, spiritual, moral, cultural, physical, social and emotional well-being of pupils.

LEADING AND MANAGING STAFF

- Ensure that outstanding teaching is the primary objective for all teachers.
- Lead, motivate, support, challenge and develop staff to secure improvement.
- Ensure that all staff are engaged with the school's key priorities and the development of the school's aims and objectives, through effective communication across the whole school community, whether they be teaching or support staff.
- Maximise the contribution of staff to improve the quality of education provided and standards achieved.
- Implement and sustain rigorous procedures for monitoring the performance of all staff including objective setting and personal development plans.
- Acknowledge the responsibilities and celebrate the achievement of individuals and teams.

LEADERSHIP AND MANAGEMENT OF CURRICULUM

- Determine and ensure implementation of a diverse, flexible curriculum to ensure high quality and personalised learning experiences for students/pupils of all backgrounds and abilities.
- Develop and champion the impact of the school's specialisms on pupil opportunity and outcomes.



- Ensure that the curriculum is providing for the intellectual, spiritual, moral, cultural, physical, social and emotional well-being of all pupils
- Ensure that the curriculum enables pupils to progress to sustained engagement in education on exit from the school.

MANAGING RESOURCES

- Promote creativity, innovation and the use of appropriate existing and new technologies to achieve excellence.
- Agree and set appropriate priorities for expenditure with the Local Governing Body; allocate funds and monitor the effective administration and control of school budgets so that the School secures its objectives.
- Deploy and manage the school's financial and human resources efficiently and effectively to achieve the school's educational goals and priorities in line with the school's strategic plan and financial context.
- Ensure school buildings and facilities meet the needs of the students/pupils and staff and are of the highest standard of cleanliness and repair and compliant with health and safety regulations.
- Explore and develop additional sources of funding.

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Key Responsibilities *continued*

STAKEHOLDERS AND THE LOCAL COMMUNITY

- Secure the commitment of all parents and carers, especially hard-to-reach parents, and the wider community to the vision and direction of the school.
- Act at all times as an ambassador for the school in a manner which upholds its values and ethos.
- Seek opportunities to communicate and enhance the value of the school to other sectors of the local community.
- Contribute to the development of the education system by sharing effective practice, working in partnership with other schools, especially feeder primary schools, and promoting innovative initiatives.

ACCOUNTABILITY AND GOVERNANCE

- Work with the Local Governing Body to analyse and plan for the future needs and further development of the school within the local, national and international context.
- Translate the vision into a School Improvement Plan (or other relevant plans) with agreed, prioritised, objectives and operational plans which will promote and sustain school improvement within an agreed timeframe.
- Encourage a school ethos which enables everyone to work together, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, the local authority, the local community, Ofsted and others, to enable them to contribute effectively.

TEACHING

- Teach as necessary and appropriate relative to the other duties of the post.

NOTES

The Headteacher may be asked to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post. This job description will be reviewed as part of performance management arrangements. In addition, it may be amended at any time after consultation with the post-holder.



Person Specification

The Local Governing Body and the Trust are committed to safeguarding and promoting the welfare of children and young persons and Headteachers must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and complete a Disqualification Declaration.

Qualifications and CPD Record

Essential:

- Qualified Teacher Status and first degree (or equivalent, e.g. CertEd)
- Record of CPD relevant to Headship

Desirable

- Higher degree relevant to Headship
- NPQH
- CPD record includes substantial relevant achievement

Employment Record

Essential:

- Successful track record of leadership in the primary/secondary sector in England

Personal Effectiveness

- Stable and supportive, stamina, energy, drive, confidence
- Capacity for personal development
- Ability to identify and grapple with priority issues and be adaptable and responsive to circumstances
- Consistency of judgement and inner integrity Leadership and Management of Pupil Achievement, Progress and Safety
- Concerned about individual student/pupil needs; regards personal safety and achievement for each individual as the highest priorities
- Ability to inspire high levels of performance in students pupils
- The ability to analyse the complex issues relating to students'/pupils' attainment and progress and develop effective and creative responses
- Successful track record in managing and deep appreciation of monitoring and evaluation techniques of student/pupil progress, translating into detailed plans with specific measurable targets



Person Specification *continued*

Leading and Managing Staff

- High-level understanding and implementation of management structures and systems, with appropriate delegation, monitoring and enforcement of accountability
- Able to inspire and maintain high morale, address problems and resolve conflict by applying skills of arbitration and reconciliation in the context of persistently pursuing accountability
- Positive and approachable with a commitment to equal opportunities and high achievement



Leadership and Management of Curriculum

- Depth of knowledge of the National Curriculum and sound experience of curriculum delivery, monitoring and assessment
- The ability to analyse complex curriculum issues and develop effective and creative responses,
- In-depth knowledge and understanding of current national and international curriculum thinking which informs school priorities and developments and against which the school's progress can be mapped
- A vision for the 21st Century curriculum provision



Managing Resources

- The ability to analyse complex issues relating to finance and resources and learning environment issues and develop effective and creative responses
- A vision for 21st Century learning environment

Stakeholders and the Local Community

- Effective communication with staff, parents, pupils and governors and is sensitive to the school's role within the community
- Establish effective links with the community
- Evidence of the ability to establish a "standing" within the community and engagement with a wide variety of stakeholders

Accountability and Governance

- Successful school development planning and a strong track record of implementing and managing the delivery of sustained improvements

Teaching

- Substantial successful teaching experience in the age range



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How to apply

If you wish to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant **Ross Laird** at **Academicis**:

Rlaird@academicis.co.uk or call him on 01223 907979.

To apply, please complete an Application Form. In addition, you will need to submit a Supporting Statement, setting out the relevant experience, skills and competencies you will bring to the role and your vision for Hillside Primary School.

Please email your application to: rlaird@academicis.co.uk

Closing date: Monday 11th November

Interview dates: Wednesday 20th/Thursday 21st November

We look forward to hearing from you!



The *Active Learning* Trust

**Hillside Primary School
Belstead Avenue
Ipswich
IP2 8NU**