

HEADTEACHER SHIRE OAK ACADEMY

Our large (and growing) 11-18 comprehensive school is looking for a charismatic headteacher to continue its compelling journey.

The successful candidate will recognise the school's potential to flourish within its local community and its position within a unique Multi Academy Trust.

If you are the successful candidate, you will demonstrate a commitment to our shared values and ethos, and you will lead the development of an innovative and progressive staff body who are motivated by improving life chances for students in the communities we serve.

Required for September 2020

Competitive STPCD Salary
with further progression in the context of MAT system leadership

CANDIDATE PACK

Shire Oak Academy, Lichfield Road, Walsall Wood, Walsall. WS9 9PA



March 2020

Dear Applicant,

Thank you for taking the time to find out more about Shire Oak Academy and our headteacher vacancy.

The Mercian Trust and Local Governing Body are looking to appoint an inspirational leader for Shire Oak Academy with a proven track record of leading improvements and innovation in teaching practice and the skills and experiences required to develop leadership and management throughout the school.

The successful candidate will be supported by the Trust's school improvement team and education business support services – backed by local governors and trustees who together are focussed on ensuring the provision of excellence for the whole of the Shire Oak community.

We strongly encourage interested candidates to contact the Trust to make arrangements for an informal, confidential conversation about the post and register for one of the opportunities for a tour of the school.

THE SCHOOL

Shire Oak Academy is an 11 to 18 comprehensive school of more than 1,400 students.

Located in Walsall Wood, the academy has a proud history of serving the local community.

Our mission statement is TURNING POTENTIAL INTO EXCELLENCE and we believe there is an abundance of potential and capacity for excellence throughout our school community – staff and students!

Staff and students share the opinion that there is something "unique" about Shire Oak and we would love you to come and visit our academy and experience the ethos of the place for yourself. Visitors to the school often comment on how students hold doors open for adults and peers and greet them with a 'good morning' or 'good afternoon'.

The school community is characterised by strong relationships between students and staff. The Shire Oak identity is strong with students. Pastoral support and safeguarding are real strengths. We pride ourselves in caring for our students. We have a wide range of extracurricular opportunities for our students, sports teams are extremely successful, and we run many trips, some overseas to enrich our students' experiences.

Teaching is continuing to improve and CPD is a high priority within school. The school is part of a supportive multi academy trust who are committed to supporting Shire Oak in their journey of school improvement, which is supported by staff at all levels.

Judged **Requires Improvement** by Ofsted in June 2018, Shire Oak Academy is looking for a headteacher to lead the school on its continued journey of improvement in order to secure significant increases in student outcomes which are currently below average.

THE TRUST

The Mercian Trust's name is both rooted in history and indicative of a geographical identity and ambition. It was in Mercia that St Chad established an association of small monasteries which fostered unity through *bonds of kinship*. The Trust intends, a thousand years later, to adopt the same spirit of kinship in our approach to a Multi-Academy Trust. The Mercian Trust recognises the unique history and achievements of constituent schools and academies that are part of the Mercian family.

The Mercian Trust is a unique multi academy trust based in Walsall with selective grammar schools, 11-18 comprehensive schools, a studio school and an Alternative Provision Free School.

The Mercian family of schools are:

- Aldridge School
- Queen Mary's Grammar School
- Queen Mary's High School
- **Shire Oak Academy**
- Walsall Studio School
- The Ladder School (Alternative Provision Free School)

The Trust has a central team that has been developed to provide effective support to headteachers (in their responsibility and accountability for leading schools). As well as developing a close working relationship with the CEO and members of the Local Governing Body, the successful candidate will work with others from the Trust including:

Quality of Education / School Improvement

- Trust Executive Director of Education
- Trust Director or School Improvement
- Trust Director of Social Mobility (Disadvantaged Students and those with SEND)

Education Business Services

- Chief Financial Officer, Trust Business Manager, Trust Finance Manager
- Trust Lead for IT/Data incl. GDPR

Headteachers of Trust schools contribute in all MAT Exec Group meetings (other senior members of staff from across the Trust are invited to meetings based on focus agendas relating to school improvement or education business services).

We hope that the information provided here will inspire you to apply for the role of headteacher of Shire Oak Academy. This is a unique opportunity to play a significant leadership role, not only in the academy but in the wider Mercian Trust.

We look forward to hearing from you.



Dan Parkes
CEO



Jane Mole
LGB Chair

ABOUT YOU

You will

- Be ambitious and charismatic
- Be well respected for your authenticity of character
- Lead by example and be passionate about constantly driving improvement with flair and imagination
- Have experience of leading improvements in teaching and learning that have delivered an impressive impact on student outcomes
- Have an acute understanding of curriculum and how to develop it
- Share our passion and belief that our students deserve the best
- Be prepared to lead from the front with strong communication and team building skills
- Be committed to making a positive contribution to the local community
- Be committed to the education and life chances of vulnerable and disadvantaged students in the community we serve
- Be capable of effective strategic business planning and budget management
- Be positive (you will love your job)

OUR OFFER

- A fantastic staff team committed to doing their very best to improve teaching and learning across the school
- Support from the Trust and other schools in the MAT to ensure you have the tools to deliver success (our schools are all located close to each other and we work better when we are working together)
- Support for your ongoing continuing professional development
- Never a dull moment; we never stand still, every day offers new challenges and opportunities within an ambitious, forward thinking team.

JOB DESCRIPTION

As headteacher you will carry out duties in line with the conditions of employment as set out in the current *School Teacher's Pay and Conditions* document, the *National Standards of Excellence for Headteachers* and the Trust's policies and procedures.

You will, amongst other things

- Provide overall strategic leadership and, with others, lead, develop and support the school's strategic direction, vision, values and priorities
- Focus on developing exceptional teaching practice throughout the school in order to raise attainment in KS4 and KS5 – and for vulnerable groups (disadvantaged students and students with SEND)
- Through a commitment to the distribution of leadership enhance and develop the leadership skills of staff at all levels
- Lead, manage and develop the staff, including appraising and managing performance with proper regard for their well-being and legitimate expectations, including the expectation of a health balance between work and other commitments
- Maintain and promote positive internal and external professional relationships
- Make an active contribution to leading the Trust as part of the MAT Executive Group

PERSON SPECIFICATION (AND SHORTLISTING CRITERIA)

QUALIFICATIONS	ESSENTIAL	DESIRABLE	EVIDENCE
QTS	X		Application/Cert
Honours Degree or Equivalent	X		Application/Cert
Postgraduate Qualification in Leadership / Management		X	Application/Cert
Recent Relevant Professional Development	X		Application/Cert

LEADERSHIP AND MANAGEMENT SKILLS AND ATTRIBUTES	ESSENTIAL	DESIRABLE	EVIDENCE
Presence and the ability to provide strong visible leadership	X		Interview
The ability to set high and clear expectations, hold others to account for their performance and contributions they make to the school community	X		Application / Interview
Excellent interpersonal skills and the ability to relate to people with understanding, humour and tact, to communicate effectively with a range of audiences and to listen to others' points of view	X		Interview
Able to see the 'big picture' and translate this into reality	X		Application / Interview
Able to accurately interpret and use comparative data effectively in raising whole school standards	X		Interview

SKILLS AND SUCCESSFUL EXPERIENCE WITH IMPACT	ESSENTIAL	DESIRABLE	EVIDENCE
Effective Senior Leadership in a school	X		Application
Leading whole school improvements in a range of areas including teaching and learning	X		Application / Interview
Composing, implementing and evaluating strategic improvement and development plans	X		Application
Experience of leading CPD training, mentoring, coaching, and performance management	X		Application / Interview
Effective work with governors including in relation to effective Self Evaluation and Improvement plans	X		Application / Interview
Work within a Multi Academy Trust or multi-site environment		X	Application
Work with external agencies, employers, voluntary groups and other stakeholders.		X	Application / Interview

KNOWLEDGE AND UNDERSTANDING	ESSENTIAL	DESIRABLE	EVIDENCE
National DFE policies and development in secondary education	X		Interview
Ofsted framework and associated publications	X		Interview
ESFA Academies Financial Handbook and other relevant regulation		X	Interview
Safeguarding, pastoral and external agency support for all students including the most vulnerable	X		Interview

SAFEGUARDING AND SAFER RECRUITMENT

- The school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act and expects all staff and volunteers to share this commitment.
- Uphold the school's policy in respect of child protection and safeguarding matters.
- Have commitment to the school's equality policy
- Ensure any extra-curricular activities will be free from partisan, political and religious view. (Where political issues are discussed, a balanced view is always presented).







HEALTH AND SAFETY

The Law requires employees to

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with their employers on health and safety matters.
- Do their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

Appendices

TRUST PROFILE – EXISTING SCHOOLS

	SOA											
												
	ALD		QMGS		QMHS		SOA		TLS		WSS	
	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019
Ofsted Overall	=G=	=G=	=O=	=O=	=O=	=O=	RI	=RI=	NYI	NYI	=G=	G
KS4 P8 banding						↑			-	-	N/A	N/A
KS5 P-VA banding: A				↓					-	-		
KS5 P-VA banding: V	N/A	N/A	N/A	N/A	N/A	N/A		↑	-	-		↓
LA Categorisation								↑	-	-		↑

- **6 Schools** (2x OUTSTANDING, 2x GOOD, 1x RI, 1x Not Yet Inspected)
- **650 Staff** (500 FT permanent)
- **5,200 Students** (with 1,200+ in the sixth form)
- **£32m** Grant income
- **£4m** Revenue reserves

KEY INFORMATION – HOW TO APPLY

Post	Headteacher
Responsible to	Chief Executive Officer
Contract and Salary	Full time, permanent Competitive Salary on STPCD Leadership Scale – with further progression in the context of system leadership.
Closing Date	Monday 20 th April 2020, 12 noon (Shortlisting Tuesday 21 st April 2020)
Interview Dates	Monday 27 th and Tuesday 28 th April, 2020
Start Date	September 2020
Informal Confidential Conversations	To speak to the CEO about this post please contact Lin Koo, Executive PA to the CEO on 01922 211388 Ext. 1211
How to apply	<p>Please check that you meet the person specification before applying for this post.</p> <p>Complete the Online Application Form (TES Jobs).</p> <p>Please submit a supporting statement / document no longer than 3 sides of A4 outlining the following:</p> <ul style="list-style-type: none"> • How your recent and relevant experience has prepared you to be successful in this post. • How the impact you have had in your career to date is an appropriate foundation for you to undertake this role. <p>Please note – your ability to communicate a wide range of information with appropriate examples and evidence clearly and concisely in your supporting statement will be assessed as part of the shortlisting process.</p>