



Mossbourne
Parkside
Academy

Recruitment Pack

Head of School at
Mossbourne Parkside Academy

Contents

A Message from the Chair	03
About the Mossbourne Federation	04
Working for Mossbourne Parkside Academy	05
The Local Area	06
The Head of School Role	07
Head of School Specification	10
Benefits	12
Application Process	14

A Message from the Chair

Dear Candidate,

Thank you for your interest in this role as our new Head of School at Mossbourne Parkside Academy. If you are passionate about innovative education, have a commitment to personal excellence and are ready for a new challenge, we are the perfect fit.

Our school joined the Mossbourne Federation as a converter school on 1 September 2015. The Federation consists of a network of Hackney schools, two primary, two secondary, and a Sixth Form.

Mossbourne Parkside Academy is a stimulating and achievement-oriented environment, a happy school where children feel safe, cared for, and are keen to attend. All our staff expect high standards of behaviour, and as a result our working environment is calm – our pupils enjoy learning, as well as the many enrichment opportunities that we provide. For many of our pupils, and for their families, education is the most important key to their future. Even here at primary phase, we hope that they will go on to attend university – and a significant number of our pupils would be the first in their family to do so. This ambition drives and motivates us to provide them with the best primary education that they can receive.

Our new Head of School will be a confident leader who is able to inspire their staff team at all levels and ensure that we never accept less than the very best. You will share our vision of what this school could be, with a focus on its important place in our community and will not rest until you have achieved that goal. We want to continue to drive the improvement that we need in the quality of our teaching, the culture of the school, and the children's educational outcomes.

We are proud that our endeavours led to us achieving an important milestone - we achieved an Ofsted 'Good' rating in late 2021. If you share our passion and energy, we would love to hear from you and learn about how you could help us to drive our academy even further forward. You will have a great deal of support from your local governing body, the CEO of the Federation, Peter Hughes, the Executive Principal at Mossbourne Riverside Academy, staff across the Federation, Hackney Learning Trust, and myself.

I look forward to receiving your application – and good luck.

Best wishes



Emma Swinton
Chair of Governors
Mossbourne Parkside Academy



About the Mossbourne Federation

The Mossbourne Federation is a network of primary, secondary and Sixth Form academies providing the children of Hackney with a great education from 4 to 18 years of age.

Outstanding quality of teaching & learning across a broad curriculum, and high expectations of every student are our guiding principles. These are embedded alongside the Federation values of:

Excellence:

We do everything to the best of our ability, always.

No Excuses:

We believe that anything is possible, we just have to know how.

Unity:

We work together towards our goals, with integrity.

The Mossbourne ethos of excellence is founded on a belief in simple, traditional values combined with an innovative approach to learning. Our staff strive towards a common goal: being the best we can be, ensuring every student, every teacher and every member of staff fulfils their potential. This is based on a philosophy of continuous improvement, always learning, always looking for a better way to do things. We are a supportive family that shares experiences, knowledge, and ideas in an environment that welcomes input and challenge.

Working for Mossbourne Parkside Academy

Working for Mossbourne Parkside Academy means being part of a community of exceptional practitioners. We work in close partnership with the Federation's other primary school: the Mossbourne Riverside Academy.

Housed in a beautiful historic building, the school provides a learning environment that is calm and safe; a place where students can truly fulfil their potential.

We want our children to believe in themselves and to have learning experiences that give them knowledge and life experiences beyond the national curriculum and classroom.

Our values of excellence, 'no excuses', and unity are at the heart of our focus on learning.

Mossbourne Parkside was judged to be a 'Good' school when last inspected by Ofsted in 2021 and has been recognised as a school that raises aspirations, expectations, and achievement for students. We are a key contributor to the development of educational excellence in Hackney.

We care deeply about all students, so we never accept anything less than their best in terms of effort, attitude, and behaviour. This was the vision and passion of the late Sir Clive Bourne, who founded the first Mossbourne Academy in 2004. He believed that all children can succeed, regardless of background or circumstance.

Sir Clive made it his mission to provide the children of Hackney with a better school and higher standards of education, affording a route to attaining qualifications, and achieving more in life.

At Mossbourne Parkside Academy, colleagues are warm, welcoming, and supportive; each morning you can expect a 'hello' from a friendly face.

As a member of one of the country's leading federations, of course expectations of staff are high. We appreciate this, and in return, we engage with and support our workforce, creating an inspirational working environment which nurtures the development of personal and professional excellence.





The Local Area

Mossbourne Parkside Academy is based in one of the capital's fastest growing and most diverse areas. We are easy to get to from all parts of London, located a short walk from Hackney Downs and Hackney Central stations. Major routes connect us to north, east, west, and south London on the Overground network, providing a no-fuss commute for colleagues living in other London boroughs.

Hackney attracts people from all over the world with its creativity and vibrant urban life. It's where high-end luxury fashion meets the edgy innovation of Box Park, and Michelin-starred restaurants sit alongside street-food stalls where you'll find the culinary stars of tomorrow.

It's this kaleidoscopic mix of innovative business, alternative entertainment and a wide variety of dining options that makes Hackney so appealing.

As a member of Mossbourne staff, you will receive local benefits and discounts that enable you to make the most out of working in this very lively borough. You'll find out more about our enhanced benefits later on in this pack.

The Head of School Role

Job Title	: Head of School
Salary	: Competitive (Dependent on experience)
Contract term	: Permanent
Responsible to	: The Executive Principal, Primary
Responsible for	: Mossbourne Parkside Academy



The Head of School for Mossbourne Parkside Academy will be the senior professional in the school, providing first-class leadership and management and overseeing the school's day-to-day operations.

Working with the Executive Principal, Primary, who is based at our Mossbourne Riverside Academy, the Head of School will embed the fundamental values of excellence, no excuses, and unity, that help us to achieve high standards across all Mossbourne schools.

The appointee will understand the reasons for Mossbourne's remarkable success and use our values to further develop a stimulating, exciting, and vibrant learning environment at Parkside.

The Head of School will ensure that Federation vision and values underpin the leadership, management and organisation of the school including not only its goals and targets but also its day-to-day practices and routines.

The successful candidate will drive high standards of teaching and learning and will work with us to ensure the academy is not only an outstanding school but an exceptional one.

The Head of School will work with and have professional support from the Federation's centralised business teams covering elements including HR, Estates, Finance and IT.

Developing the Ethos & Vision

- Embrace and promote Mossbourne's ethos and values.
- Create an accountable, safe, and positive learning environment in which diversity and co-operation are celebrated.
- Ensure quality provision for the moral, spiritual, social, and cultural development of all children.

The Head of School Role

“Pupils enjoy coming to school. They are polite and welcoming.”

Mossbourne Parkside Academy,
Ofsted 2021

Leading Teaching & Learning

- Demonstrate exemplary leadership, inspiring the highest standards in teaching and learning that support pupil achievement.
- Work with the Executive Principal for Primaries, and colleagues at Mossbourne Parkside & Riverside academies to develop, organise, and implement a curriculum which addresses the needs, aptitudes, and stages of development of all primary pupils.
- Monitor and evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established and maintained to ensure pupil progress.
- Analyse and make effective use of data to assist in raising standards.
- Develop and maintain sound practice in the pastoral care of pupils.
- Maintain, review, and develop processes that promote pupils' self-discipline and good behaviour.

Leading & Working with Others

- Motivate and deploy academy staff to exercise their talents in enhancing the pupils' development into well-rounded individuals as part of a high performing culture.
- Make and maintain arrangements for two-way communication with parents about the curriculum and children's progress to promote a common understanding of aims.
- Build a strong relationship with governors so that they have all the requisite information that enables them to conduct their roles effectively, responding with openness to support and challenge.
- Maintain collaborative relationships with the local authority education team to ensure the school stays connected and engaged.
- Support the work of parents' and carers' groups involved with school initiatives, identifying opportunities for volunteers to support the work of the school.
- Build strong relationships with the Federation leadership team and peers.

Managing Resources

- Allocate, control and account for the financial and material resources of the school with the support of the finance team.
- Be accountable to the governing body for the proper use of resources.
- Partner with our estates and IT teams to ensure the effective security, operation, and maintenance of the school estate.
- Lead on the selection and appointment of staff, and support staff development, ensuring support throughout the employee life cycle.
- Manage the threshold assessment process fairly and undertake the assessment of eligible applicants.
- Provide regular written reports to the governing body on staffing and management matters.



The Head of School Specification

Qualifications & Experience

The successful candidate will:

- Hold UK QTS and ideally have a good honours degree or equivalent.
- Have a demonstrable commitment to their own ongoing CPD.
- Be able to articulate their education vision.
- Have a substantial and successful track record of leadership in a primary setting.
- Have experience of working in urban, multi-racial communities.
- Have a record of going above and beyond and breaking the mould in order to achieve.

Knowledge & Understanding

You will know how to:

- Build, support and appraise high performing staff teams.
- Have a fundamental comprehension of the principles and practice of teaching and learning.
- Devise and implement strategies for raising attainment and achieving excellence.
- Build a school community that embraces diversity and fosters inclusion.
- Manage behaviour and maximise attendance.
- Implement new and emerging technologies that support learning.
- Manage resources effectively and appropriately.
- Keep on top of emerging educational initiatives and trends.

You will:

- Have a good grounding in contemporary employment principles.

Skills & Attributes

You will have strong leadership credibility borne of leading and managing change, and the ability to:

- Inspire, challenge, and empower people in the pursuit of a common vision and aspirational goals.
- Be approachable whilst communicating and collaborating clearly and effectively.
- Provide effective feedback that improves performance.
- Be a creative problem solver with sound professional judgement.
- Maintain a sound knowledge of the current context and issues within the education landscape.



Benefits

We offer an impressive range of benefits, including:

Generous Pension Provision

The Federation makes an employer's contribution of 23.68% of gross pay for teaching staff.

Free Healthcare Provision via Benenden Health

Fully paid membership of an award-winning private healthcare provider, to provide you with additional support for your health and well-being. As well as our mental health and well-being leads across the federation, this service provides access to a range of services including a 24/7 GP and confidential mental health helplines, physiotherapy and cancer support.

Better Gym Membership Discount

Get a discounted local (Hackney) or UK-wide gym membership and pay for it in monthly instalments rather than one lump sum.

Free Staff Fitness

Weekly circuit training and yoga sessions at our nearby secondary sites, with a qualified trainer. Suitable for any level of fitness.

Cycle To Work and Season Ticket Scheme

Get fitter cycling to work! A loan is available for the purchase of a bicycle of your choice, payable in monthly instalments. There are staff showering facilities on site.

Alternatively, we offer season ticket loans so that you can spread the cost of commuting month by month.

Discounts at Local Shops, Cafes and Restaurants

Recognising our place at the heart of the community, we offer a selection of discounts for academy staff at local shops, cafes and restaurants.

Free Lunches

A free lunch is offered every day to staff who complete extra duty. Staff join the front of the queue.

Saturday School Pay

Should staff opt to work on Saturdays or travel overnight on residential trips they receive an additional payment.





“Pupils are well prepared for the next stage in education.”

Mossbourne Parkside Academy,
Ofsted 2021

A Special Leave Policy

At Mossbourne we offer special parental leave, part-paid paternity leave and enhancements to maternity leave. We believe in meeting our staff where they are and support exam leave, sabbatical leave and other personal requirements. In addition, all staff are entitled to two days paid leave for special social and family commitments. We ask that you take these over two academic years.

A Culture that Embraces Flexible Working

We are always working to enhance the experience of our employees even further and are currently exploring flexible working options that will fit in with our school day. You can expect your line manager to support you as a ‘whole person’ and across the academy we have a high percentage of staff who work part time or have other bespoke arrangements in place.

Career Progression & Excellent Professional Development

We use a bespoke information system for teacher observations, feedback and professional development which has proved to be an invaluable resource for teachers and leaders alike.

We have a calendar for CPD which runs across the academic year and an annual Federation conference as well as many localised training, coaching and mentoring opportunities, all supported by a dedicated HR team and training budget.

We offer opportunities for trainee leadership roles at the next level and have a great track record for internal promotions and for creating career next steps and secondments across the Federation

Staff Appreciation Events that Celebrate Success

Recognising staff who go the extra mile is part of our DNA. We offer awards through a peer and leader nominated ‘shout out’ scheme, appreciation events, well-being events and celebrations.

Application Process

Application Deadline

Completed applications must be received by 9am on Friday, **8th March 2024**. We reserve the right to close this vacancy early.

Interviews will take place on: TBC

Please submit your application through our website: <https://job.mossbourne.com/>

Completing Your Application

Candidates are asked to complete all the standard information required on the application form and to submit a supporting statement outlining their suitability for the role.

Selection Procedure

Shortlisted candidates will be invited to complete proficiency assessments and interview with a panel. More details will be given to shortlisted candidates.

Discussion & Visits

Confidential and informal discussions with the CEO are welcomed. Please arrange a suitable time with Stephen Greenman, Head of Human Resources on sgreenman@mossbourne.org


Candidates are also welcome to arrange a visit to Mossbourne Parkside to observe what makes Mossbourne the learning environment we are so proud of.

References

Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases, at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

Get in Touch

Candidates are welcome to get in touch with us for any questions they may have during the process.



We wish you the best of
luck with your application
and look forward to
hearing from you.

Mossbourne Federation 100
Downs Park Road London
E58JY

Phone Number: 020 8525 5200
E-mail: enquiries@mossbourne.org



Mossbourne
Parkside
Academy