



Love School Life



Growing together, learning for life

Highfield Infants' School and Highfield Junior School

Headteacher Candidate Pack

Highfield Infants' School



Highfield Junior School



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If you have any questions about this position, please email either the Chair of the Local Committee or the CEO of NEST marking your email confidential.

Jo Addison, Chair of the Local Committee

admin@highfield-jun.bromley.sch.uk

Paula Farrow, NEST CEO

admin@nexustrust.org





HIGHFIELD INFANTS' AND HIGHFIELD JUNIOR SCHOOLS

South Hill Road, Bromley BR2 0RL

Telephone 020 8460 2597

Email: admin@highfield-jun.bromley.sch.uk

Websites: www.highfield-inf.bromley.sch.uk www.highfield-jun.bromley.sch.uk

Dear Applicant,

Welcome to Highfield Infants' and Junior Schools, we are delighted that you are interested in the position of Headteacher.

After ten years at Highfield Infants' and four years as Headteacher across both schools, our current Headteacher Ann Golding is retiring. Under her leadership the schools have worked closely together to provide continuity of provision from EYFS to Year 6 and have recently joined the Nexus Education Schools Trust (NEST). NEST is a collaborative MAT providing excellent opportunities and support for staff and pupils. We also have close links with other schools in the Borough through moderation and teacher training.

Highfield Infants' and Junior schools are separate three form entry schools which share a large site with excellent facilities. We work closely with our stakeholders and are a school rooted in the local community.

The schools provide an inspiring curriculum which develops the whole child and as well as achieving high standards in key subjects, we excel at music and sport.

We are looking for a Headteacher with the experience, skills and commitment to lead our well established, mutually supportive team of staff and Local Committee members. The successful applicant will also need to embrace the challenges of working across two schools and to continue the close working relationships across the schools and with our NEST partners.

We very much hope that you have been inspired to join us and take the opportunity to visit our schools and look forward to meeting you.

Yours sincerely

Jo Addison

Chair of the Local Committee of the Highfield Schools

NEXUS EDUCATION SCHOOLS TRUST

Worsley Bridge Primary School, Brackley Road, Beckenham BR3 1RF

Telephone 020 8650 2977

Email: office@nexustrust.org



Paula Farrow,

Chief Executive, Nexus Education Schools Trust,

I am delighted that you have taken time to consider the Headteacher role across Highfield Infants' and Junior Schools, two outstanding schools working within a collaborative Multi Academy Trust which offers a wide range of opportunities and support.

The Highfield Schools converted to academy status in 2013 forming an Umbrella Trust with nine exceptional schools in Bromley. In 2017 the schools joined Nexus Education Schools Trust (NEST), a Multi Academy Trust of primary schools in Bromley.

The Trust group of school continues to grow and in 2018 will include:-

Alexandra Infant School

Alexandra Junior School

Bickley Primary School

Farnborough Primary School

Highfield Infants' School

Highfield Junior School

Manor Oak Primary School

Perry Hall Primary School

Pickhurst Infant School

Worsley Bridge Primary School

NEST believes that all decisions and choices should be child centred. We aim to nurture every individual, provide excellent education outcomes enabling our pupils to succeed and ultimately transform the life opportunities and aspirations of our pupils, allowing them to be fulfilled individuals within an ever-changing world.

The Trust is accountable for the standards and finances in schools and provides accountability mechanisms, monitoring and support functions; to enable each school to work effectively and efficiently. The Head's Forum, meeting monthly, provides the opportunity to discuss, analyse and inspire others to shape the direction of the Trust. Close working across all member schools ensures the sharing of good practice and the best use of specialist knowledge to support mutual development.

As a Headteacher of a Trust school and in partnership with the Local Committee you will play an important part in the growth and success of the Multi Academy Trust and the children and families it serves. Our academies are autonomous, serving their individual communities and are committed to the mission and vision of the Trust to:-

Provide excellence and opportunity for all, to enable lives to be transformed

I hope the pack encourages you to arrange a visit to the schools and to find out further information about Nexus Education Schools Trust, its' aims and values and I look forward to meeting you soon.

Regards

Paula Farrow

CEO, Nexus Education Schools Trust

Key Facts

Type of schools	Co-educational Infants' and Junior Schools
School category	Academy
Location	Shortlands, London Borough of Bromley
Multi Academy Trust	Nexus Education Schools Trust
Governance	One Local Committee across both schools
Leadership Structure	Head Teacher, Deputy Head Teachers, Phase Leaders
Finance	In surplus

	HIS	HJS
Age range	4 - 7 years	7 - 11 years
Number of children	270	380
Number of classes	9	12
Attendance	98%	98%
Teachers	12 (FTE)	15 (FTE)
Newly Qualified Teachers	1 (part time)	0
Free School Meals	1%	4%
Special Educational Needs	6%	8%
English Additional Language	24%	25%
Last Ofsted Report	Outstanding January 2008	Outstanding January 2009

School Performance 2017

EYFS		Year 1 Phonics Screening		
Good Level of Development	84%	Passed	97%	
Key Stage 1	Reading	Writing	Maths	
Expected +	91%	89%	91%	
Greater Depth	41%	30%	32%	
Combined Expected Standard		RWM	83%	
Key Stage 2	Reading	Writing	Maths	SPAG
Progress	+3.00	+1.10	+2.90	
Expected +	94%	90%	97%	92%
Exceeding	54%	42%	56%	57%
Combined Expected Standard		RWM	89%	



School Location and Buildings

The schools are located in the Shortlands area of the London Borough of Bromley, a highly sought after area with extensive amenities.

Highfield Primary school opened in 1959 and became the Junior School when a new Infants' school was built in 1972. Both schools have been extended and maximum use is made of the shared site.

Shortlands benefits from plentiful green spaces, a variety of housing and excellent transport links. Bromley Town centre is a short walk away, trains to Central London take 20 minutes, and the Kent countryside is very close by.

Location of the Highfield Schools



Highfield Junior School



Highfield Infants' School

Description of Role

The Headteacher of the Highfield Schools is accountable to the Local Committee, the Chief Executive (CEO) and the Trust Board for the professional leadership, strategic direction and operational management of the schools. They must ensure that the schools' aims are implemented in accordance with the strategy and policies of the Trust. They are required to monitor, evaluate and review the impact of policies, priorities and targets of the schools and take timely action as necessary in partnership with the Local Committee.

As a member of a Multi Academy Trust the Headteacher will work alongside the partner schools, providing additional collaborative opportunities throughout the MAT.

As Headteacher you will be expected to meet the National Standards of Excellence for Headteachers 'Excellence as Standard' domains:

Qualities and Knowledge

- Ensure that the Visions and Values of the schools and the MAT are central to your decision making
- Work within the NEST MAT to champion best practice and secure excellent achievements for all pupils
- Maintain strong relationships with pupils, staff, Local Committee Members, NEST partner schools, the NEST Trust Board and the wider community
- Promote a creative curriculum which leads to development of the whole child
- Lead, motivate, support, challenge and develop staff to secure improvement
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, trustees and members of the local community
- Hold and maintain current knowledge of school systems, locally, nationally & globally

Pupils and staff

- Ensure a clear plan of growing leaders and ensuring smooth succession across the schools and within the MAT
- Instil a strong sense of accountability in staff so that their work positively impacts on pupils' outcomes.
- Foster expectations of exemplary behaviour in school and in the wider society.
- Maximise the contribution of staff to improve the quality of education provided and standards achieved.
- Ensure that outstanding teaching is the primary objective for all teachers, hold staff to account and provide support when necessary to ensure outstanding teaching is achievable by all
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to share knowledge with others

Systems and process

- Ensure that strategic planning and resource management support the provision of a safe, calm and well-ordered environment for all pupils and staff
- Create and maintain an environment which promotes good behaviour, discipline and celebrates success
- Sustain rigorous procedures for monitoring the performance of all staff including objective setting and personal development plans
- Use appropriate strategies to reduce inequalities and promote social inclusion
- Work with the Local Committee and in partnership with NEST to develop and implement the strategic plan, and to monitor and improve outcomes for pupils across the organisation
- Present a coherent and accurate account of the school's performance in forms appropriate to a range of audiences
- Promote equal opportunities for all and work hard to ensure disadvantages are overcome
- Ensure the school systems, organisation & processes are efficient, upholding the principles of transparency, integrity & probity.

The self-improving school system

- Encourage a school ethos which enables everyone to work together, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Provide a broad and balanced curriculum and an exciting programme of extra-curricular activities
- Drive self-evaluation and school improvement, empowering all pupils and staff to excel
- Demand ambitious standards for all pupils with high expectations for progress and achievement
- Create a culture of learning which engages and encourages all learners
- Use assessment to drive forward school improvement
- Ensure the spiritual moral cultural, physical, social and emotional wellbeing of pupils and staff
- Strengthen and develop the partnership between our schools

The Headteacher may be asked by the Trust to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post.

Nexus Education Schools Trust as Trustees of the School in partnership with the Local Committee are committed to safeguarding and promoting the welfare of children and the Headteacher must ensure that the highest priority is given to following the guidance and regulations which safeguard children.

Person Specification

Attainments

- A Qualified Teacher (E)
- An experienced primary Head Teacher (E)
- Able to demonstrate significant professional development (E)
- NPQH (D)

Personal qualities

- An excellent communicator in writing and orally (E)
- Self-confident and approachable (E)
- Empathetic and able to deal with people sensitively (E)
- Organised and able to organise others (E)
- Demonstrate a keen attention to detail (D)
- Professional and resilient under pressure (E)
- Awareness of strengths and areas for development and committed to self-improvement (E)
- Able to promote a positive work life balance (E)

Leadership and management experience

- A strategic thinker who can build, communicate and implement a shared vision of excellence (E)
- Able to establish an open, professional and self-reflective culture (E)
- Willing to drive change when necessary (E)
- Keen to identify and implement best practice through collaboration with outside agencies and other schools (E)
- Skilled in building strong relationships with the children, staff, parents, local committee members and the wider community (D)
- Hold high expectations of behaviour (E)
- Able to encourage and develop leaders and to value and cultivate the skills and experience of all staff (E)
- Being a model for professional standards who can demonstrate an effective work/life balance, offering guidance for staff in the management of their workloads, creating a supportive working environment (D)
- Prepared to drive fair, rigorous and transparent performance management, including holding staff to account and to develop and support to gain impact (E)
- Evidence of working with Trustees /Local Committee Members to enable them to meet their responsibilities (E)
- Evidence of impact of school self- evaluation documentation (E)
- Promote, implement and monitor policies to ensure equal opportunities across the school (E)

Continued.....

- Committed to developing yourself and your staff through continuing CPD (E)
- Able to deploy resources effectively and efficiently to achieve the school's educational goals (E)
- Manage finances and resources in line with school improvement plan (E)
- Able to provide timely, relevant and revealing reports to the Local Committee and NEST (E)
- Open to constructive challenge (E)
- Knowledge of legislation and developments in education and the implication of these in the school and wider education context (E)

Leading learning and teaching

- Awareness of strategies to raise pupil achievement and manage behaviour (E)
- Evidence of setting targets, monitoring and rapid improvements of pupil achievement (E)
- Able to demonstrate bringing about improvement in pupil achievement (E)
- Evidence of successful curriculum design, assessment and recording and reporting systems to improve pupil outcomes (E)
- Show an innovative approach to curriculum developments (E)
- Encourage the development of life-long learners (D)
- Ensure high quality extra-curricular opportunities (E)

Inclusion and diversity

- Committed to the promotion of school's ethos of developing confident, caring pupils who act responsibly. (E)
- Evidence of action to support cultural diversity and British values within our society (E)
- Show an understanding of provision required to meet a range of pupils' needs. (E)
- Knowledge of the SEND code of practice and commitment to SEND pupils (D)
- Comfortable leading Christian acts of collective worship (E)
- Ready to value and encourage parental engagement with and partnership in their children's education. (E)
- Evidence of a commitment to safeguarding and promoting the welfare of children and young people (E)

Applications

Salary: L25 - 31 (£74,177– £85,422) Group 5 Outer London
Contract type: Full Time
Contract term: Permanent
Start Date: January 2019 or sooner

We encourage all potential applicants to come and visit our schools during early May. The Chair of the Local Committee and CEO of NEST will be happy to show you around and answer any questions you may have.

To arrange an appointment please telephone the school on 020 8460 2597 or email recruitment@highfield-jun.bromley.sch.uk.

Your application form should be completed with reference to the information in this pack. The supporting statement should be no longer the three sides of A4. CV's will not be accepted. The selection panel will take into consideration the qualifications and skills of each applicant as well as experience and personal attributes.

Please return your completed application form with supporting statement to:

Jo Addison
Chair of the Local Committee
Highfield Junior School
South Hill Road
Bromley BR2 0RL

Closing date: Midday, Friday 18th May 2018

Interviews: Wednesday 6th June 2018

Safeguarding

The Highfield Schools and Nexus Education Schools Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This position is subject to a criminal record's check from the Disclosure and Barring Service and will require you to disclose all criminal convictions. This post comes under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Equal Opportunities Statement

The Trust welcomes the diversity of gender, ages, abilities, ethnic origins, faiths and cultures of the people who make up our society. It is a fundamental principle of the trust's policies that all people should be valued regardless of their economic circumstances, sex, age, disabilities, culture, ethnicity, language (including British Sign Language), religion or sexual orientation. The Trust is committed to promoting equality of opportunity for all people.