



# Highbury Primary School

Headteacher information pack



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## Welcome from Sue Samson, CEO

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### Thank you for your interest in the Headship of Highbury Primary School.



Highbury Primary is a member of the University of Chichester Academy Trust, and collectively we share a strong belief that education is the key to transforming lives and securing social mobility. The academy is a two form entry school with 370 pupils on roll, and has an outstanding Nursery on site. It has been a member of our Trust for two years and is playing a leading role in the development of pedagogy and leadership across the Trust in partnership with our other academies.

As Ofsted noted in our MAT focused inspection, we respect and encourage each of our academies to provide a tailored provision which meets the needs and earns the confidence of its local community. This is where your leadership can have a real impact on the futures of the families Highbury serves.

As a Trust we passionately believe in a collaborative approach, encouraging all our headteachers to share their experience and become co-leaders across the Trust. We provide opportunities for developing and sharing best practice, networking and staff development. This is enhanced by our partnership with the University of Chichester, where the Institute of Education brings 180 years of experience in the training of teachers and is fully engaged in the work of our academies

If you believe you have the skills and expertise to make a significant contribution to Highbury and the Trust, have a child centred approach to learning and teaching, share our values and would like to join our innovative and dynamic educational family, we would love to hear from you.

I hope this information pack will provide you with an insight to Highbury Primary School and the Trust, if you are interested we would invite you to visit the School and we would also be pleased to answer any further questions you may have.

A handwritten signature in black ink that reads "Sue Samson".

Sue Samson  
CEO, University of Chichester  
Academy Trust

***"The Trust's vision to inspire young people, raise aspirations and transform life chances is shared by the school leaders and governors. Strong and effective relationships exist between trustees, the trust's officers, governors and headteachers."***

Ofsted Review of the Trust, 2017

## About Us

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### Highbury Primary School, Portsmouth

Highbury is a Good school serving a close-knit residential community on the northern edge of the City of Portsmouth. The estate on which the school stands is close to the shore of Portsbridge Creek which separates the estate from the island of Portsea. Above the school rise the downs upon which the great Palmerston Forts stand. The fortifications at Hilsea Lines are a short walk from the school. The school is easily accessible by rail at Cosham or road from the A27. Within short driving distance are two national parks, the cities of Portsmouth, Southampton, Chichester and Winchester, as well as a full range of sporting and cultural opportunities. London is 90 minutes away by direct train.


Before joining the Trust in 2017, Highbury has been on a difficult journey. It was rated inadequate in 2006 and again in 2010, following a brief period as satisfactory. The retiring Headteacher was instrumental in leading the improvements the school needed and it was judged good in 2012. Those improvements are fully embedded in the school's culture and practice. Key Stage 1 outcomes are well above national averages and improvements at Key Stage 2 are striking. Disadvantaged children have better outcome than their disadvantaged peers nationally.

The Trust currently supports leaders' view that the school is good with increasing evidence of outstanding practice:

- The Headteacher and other senior staff have worked with a strong and clear vision, consistently and over a significant period to ensure that the school's ethos and values strongly support the learning of all pupils in the school.
- The systems the school has in place ensure that there is a consistent approach within the teaching and learning across the school.
- The staff know the pupils well and how they can best support them.
- Links with the local community and other agencies are very strong and this has ensured that the school is able to support families more effectively.

Beyond the classroom, the school makes active use of its acres of playing fields to engage children in activities such as Forest School, gardening and nature as well as a full range of sporting activity, art and musical opportunities.

**“Our shared Vision is all young people to be inspired by an excellent education which raises their aspirations and enriches their lives”.**



**‘HIGHBURY AWARDED  
GOLD ARTSMARK BY THE  
ARTS COUNCIL ENGLAND’**  
Bringing learning to life  
through arts and culture

## Pauline Jeffs, Chair of Governors



Highbury Primary is a great school and the Governors and I are looking for a new Head who will continue to build upon the excellent foundation that is already established. The role will be an exciting and challenging one and we need a strong leader to lead and deliver on our “Journey to Excellence” strategy.

The School ethos is one we are proud of and we want to build on the good Community relationships and involvement that already exist. It is key that we continue to strengthen our good relationships with parents to achieve academic excellence by ensuring each pupil has opportunities to develop their potential.

We are on a journey and would like you to join us and drive the delivery of Education objectives to ensure the school grows and delivers the standard of education for all our pupils. Paramount to this is the continuing professional development of staff to deliver the high quality of teaching and learning we expect and ensuring each member of our school is equally valued and nurtured.

### What we offer:

- An opportunity to lead a school which has undergone a major transformation and is in a strong position on its Journey to Excellence;
- A strong and supportive governing body determined to do the best for this community;
- The opportunity to join the Trust's Academy Leadership team to make a difference as we drive system improvement in a changing world;
- Opportunities to work with senior leaders and academy staff across the Trust who are committed to a common set of values;
- Collaboration where you can help influence and shape the strategy of the wider Trust and the educational landscape;
- Access to the University of Chichester for research, specialist support, training and academic study;
- A strong commitment to your own continuing professional development and support for your personal leadership journey;
- Comprehensive central support, advice and guidance to enable you to lead progress in teaching and learning;
- On-site Nursery; and
- Comprehensive reward package





# Job Profile

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**Job Title:** Headteacher

**Reports to:** CEO, Academy Trust

**Location:** Highbury Primary School, Portsmouth

## Function of the post:

As an inspirational innovative leader you will drive the vision and strategic direction of Highbury Primary School. You will empower and motivate staff and pupils to ensure excellence in learning and teaching and the continued rapid improvement of the school. Aligning to the culture and ethos of the Trust, you will provide a child-centred approach to education, an engaging curriculum and will inspire a sense of collective purpose, with high aspirations for pupils and staff. You will work collaboratively with parents, the University and other Trust schools developing and delivering a dynamic learning partnership and act as a positive role model and advocate for the Trust.

## Principal Accountabilities:

- Lead, inspire and promote a positive whole school culture and ethos aligned to the values of the Trust, that supports the academy on its journey to excellence and secures a strong reputation locally as the school of choice for pupils, parents and teachers;
- Lead the development and delivery of a dynamic, relevant and enriching curriculum which motivates and inspires all children to learn and achieve;
- Lead the development and delivery of the Academy's Journey to Excellence Plan, to ensure it is child centred and supports exemplary learning and teaching strategies and practice;
- Develop high quality dispersed leadership to manage development and drive improvements;
- Lead the teaching and learning programme of the academy and act as a role model for innovative and engaging evidence based practice
- Develop and implement a strategy for recruitment, retention and professional development of staff that will ensure good or better teaching in an environment staff find challenging, enriching and rewarding;
- Ensure academy structures and systems are embedded, secure and supported by robust policies and procedures;
- Ensure financial planning and quality assurance is robust and the school is a safe and effective educational environment for children;
- Act as Designated Safeguard Lead, committed to ensuring all practices relating to safeguarding and child protection are effective and children and staff feel safe and are valued;
- Contribute to the success of the Trust, building and promoting the engagement with the University; community stakeholders and engaging with other schools to enhance learning through school to school support and evidence based practice.

## University of Chichester Academy Trust:

The Trust's vision is "For all young people to be inspired by an excellent education that raises their aspirations and enriches their lives", and it is our mission "To create a vibrant, inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning..."

With a supportive and collaborative approach it is expected our academies are actively engaged and contribute to the work of the Trust; have a shared vision and work within the requirements of the Trust whilst retaining and developing the academy's own identity.

## National Standards of Excellence for Headteachers:

Act in accordance with the four 'Excellence as Standard' domains being: qualities and knowledge, pupils and staff, systems and process and the

self-improving system detailed in the National standards of excellence for headteachers, January 2015.

### **Teachers' Standards (England)**

Uphold principles of the Teachers Standards, ensuring all teachers perform at a level that is consistently good or better across the current Teachers' Standards (England).

### **Framework:**

Professional responsibilities and duties should be undertaken in line with the contractual framework for teachers set out in the current School Teachers' Pay and Conditions document, the Academy's Scheme of Delegation and in line with statutory obligations and regulations that apply to academies within a multi-academy trust and or as directed by the University of Chichester Academy Trust.

The duties contained within this job profile should not be regarded as exclusive or exhaustive and you may undertake a range of other duties appropriate to the salary grade and in line with the context of your role. In consultation, the University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

### **Equality and Inclusion:**

The University of Chichester Academy Trust and the Academy believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Academy has a number of policies that you should ensure you are familiar with and compliant to. Any breaches may lead to termination of employment.

### **Right to Work:**

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. Please advise if you require any guidance or

further information.

### **Health and Safety:**

You are responsible for ensuring that workplace responsibilities within the Section are carried out with full regard to, and in support of, the School's Health and Safety Policies.

### **Sustainability and Environment:**

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of regional and local environmental issues. The University of Chichester Academy Trust will support the academy in continuously seeking to find ways to improve its environmental performance and all staff are required to support these aims.

### **Data Protection:**

You will be responsible for conducting activities in compliance with the requirements of the Data Protection Act 2018 and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

### **Safer Recruitment:**

The University of Chichester Academy Trust and School are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

## Principal Attributes and Person Specification

Essential (E) requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable (D) requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Knowledge and Qualifications	E	D	Evidenced through
Qualified Teacher with evidence of continual professional development or relevant accredited study appropriate to the post	✓		Application
National Professional Qualification for Headteachers or other leadership and management training.	✓	✓	Documentary evidence
Current knowledge of the national curriculum and research on strategies to support effective teaching and learning	✓		Interview
Good understanding of the Academies agenda and the role of a Multi-Academy Trust	✓		
Good understanding of the changing role of academies, the local authority and OFSTED, and how to work effectively with these and other such bodies	✓		
Good understanding of the principles of equality and diversity that support a culture that embraces diversity within the classroom and community	✓		
Knowledge of, and training in health and safety and safeguarding legislation within the context of school compliance.	✓		
Skills	E	D	Evidenced through
Evidence of demonstrable leadership qualities, with the ability to set and achieve challenging goals which achieve improvement	✓		Application
Evidence of strong emotional intelligence and the ability to work with staff in a way that motivates and engages staff and develops a strong teams approach to delivery.	✓		Interview
Organisational, financial, budgetary and management skills relevant to the effective delivery of the duties of the post to achieve the academy's educational goals and priorities	✓		Presentation
Excellent people skills to build and lead an effective team; managing issues in a sensitive, supportive but appropriate manner to ensure the effective operation of the academy, promoting high aspirations and success for all	✓		References
A skilful communicator with strong, interpersonal and presentation skills, both verbal and written, which naturally adapts to a diverse audience, e.g. governors, parents and carers, staff, pupils and the wider community on a wide range of issues to provide clarity of vision, influence and direct or challenge others	✓		



Good ICT and administrative skills to enable effective implementation of tasks required of a Headteacher	✓		
Networking skills that build a professional learning community and enable good practice to be shared for the benefit of the Academy and the Academy Trust.	✓		
<b>Experience</b>	<b>E</b>	<b>D</b>	<b>Evidenced through</b>
Successful experience at Deputy or Headship level in the primary age range, with evidence of leading a successful team to bring about rapid and sustainable whole school improvement that has had a positive impact on pupils achieving their full potential	✓		Application Interview References
Relevant experience of whole school management, including financial, budgetary and resource management such as challenging and supporting staff through managing change, performance management, conflict resolution, staff recruitment and development processes	✓		
Proven track record of monitoring, evaluating and improving quality of learning and teaching, building effective strategies for academy self-evaluation and making effective use of ICT in learning	✓		
Evidence of providing the support and resources that enabled a highly effective governing body fulfil their statutory responsibilities for teaching, learning and standards, and act as critical friend for the benefit of the school	✓		
Evidence of managing additional educational needs provision which required collaborating and building effective relationships with parents, carers, multi-agencies and the wider community to enrich teaching and learning for the inclusion and wellbeing of all pupils	✓		
Experience of being inspected by OFSTED at a senior level	✓		
<b>Personal Attributes</b>	<b>E</b>	<b>D</b>	<b>Evidenced through</b>
Attributes that enable and empower individuals and teams to innovate and achieve, where success is celebrated and individuals are motivated to achieve high goals and accept responsibility for outcomes	✓		Interview Presentation References
Commitment to equality and inclusivity which allows the academic, spiritual, moral, social, emotional and cultural development of pupils, celebrating and recognising the differing needs of pupils and staff in a diverse and multicultural Britain, challenging assumptions and preconceived ideas.	✓		
An ability to foster an open, innovative, equitable culture, dealing with difficult decisions or situations in a timely manner, making reasoned judgements, conveying conclusions clearly, positively and sensitively	✓		
The personal resilience required of a leader, with the ability for self-reflection and a positive approach that enables constructive relationships and feedback to aid continuous improvement.	✓		
A commitment to the mission and values of the whole Academy Trust community and to collaborative working for the benefit tangible evidence of driving pupil improvement and progress	✓		

# Application Procedure

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Applicants should **complete** an **Application Form** and are requested to complete the **Equality Monitoring** Form which can be downloaded from the Trust's website [www.unicat.org.uk/find-job](http://www.unicat.org.uk/find-job) and return it to the address below so that it is received no later than 21 January at 9.00am.

The Recruitment Team  
University of Chichester Academy Trust  
2.18 Mordington House  
Bognor Regis Campus  
Upper Bognor Road  
Bognor Regis, PO21 1HR

T: 01243 793421

E: [unicathr@chi.ac.uk](mailto:unicathr@chi.ac.uk)

## Statement in Support of Application

In addition to completing the application form, please inform us in no more than 250 words how you believe you can add value to the school and the Academy Trust.

## Application for Multiple Vacancies

If you are applying for a Headship of more than one academy, state the posts you would like to be considered for on the application form.

One application form will be accepted, however, you should submit separate statements in support of your application for each vacancy you are interested in. The statement should detail how you believe you can add value to the academy that you would like to be considered for.

You should also include one statement on how you believe you can add value to the Academy Trust.

## Application Form Completion

When completing the application form, please refer to the Job Profile and particularly the Person Specification in the context of the accountabilities.

You should provide examples which evidence how you believe your knowledge and qualifications, skills, experience and personal Attributes, either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the Job Profile.

## CV

You may submit a separate sheet detailing your qualifications and previous employment. All other information requested should be contained within the application form.

If there are any dates unaccounted for you should detail the reasons in the relevant field on the application form.

## Selection Procedure

Interviews will take place wk 28<sup>th</sup> January and wk 4<sup>th</sup> February 2019. Further details will be sent to those candidates called for interview.

Failure to send your application form to the above address may invalidate your application.

## Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Team immediately on the number above.



## The Recruitment Team

University of Chichester Academy  
Trust  
Bognor Regis Campus  
Upper Bognor Road  
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T: 01243 793421

E: [unicathr@chi.ac.uk](mailto:unicathr@chi.ac.uk)