



PENKETH SOUTH COMMUNITY PRIMARY SCHOOL

Headteacher Recruitment Pack

SERVE CHALLENGE EMPOWER

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Welcome

Dear Candidate,

Thank you for the interest you have shown in the position of Headteacher at Penketh South Community Primary School

Penketh South Primary, situated in Warrington, Cheshire, is a highly inclusive school catering for children aged from 2 to 11. The school is a proud and active member of The Challenge Academy Trust (TCAT) and shares the mission, "To serve, challenge and empower the educational community".

Judged Good by Ofsted in 2022, this is an exciting opportunity for a new Headteacher to continue to develop the curriculum, outcomes and progress made so far with a committed and valued team of staff and governors.

Most recently there has been significant investment into the school with the upgrade of the school kitchen, new carpets and further enhancements to the outdoor areas, including a new boiler! This has helped to ensure the environment and resources for the 200+ children that we serve are of the highest quality.

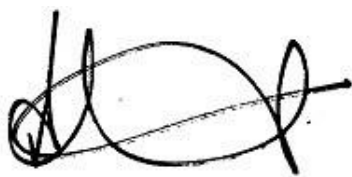
The Governing Body is assembled from dedicated members of the community bringing a variety of skills, qualifications and experience to the school. They provide a credible source of scrutiny and challenge, but also focussed and knowledgeable support.

TCAT Trustees and the Penketh South Primary Governing Body wish to appoint a Headteacher who will build on standards and bring creativity and strategic vision to continue our drive forward.

I would encourage candidates to visit the school to appreciate the nurturing environment and experience the wonderful ethos established at the school.

I would like to thank you again for your interest in the post and look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Andy Moorcroft', with a stylized flourish at the end.

Andy Moorcroft
Chief Executive Officer

About Penketh South Community Primary School

Penketh South Community Primary & Nursery School serves the urban area of Penketh, about two miles west of Warrington town centre.

We are a one form entry primary and nursery school which caters for pupils aged between 2 and 11 years.

In April 2018 Penketh South made the exciting decision to become part of The Challenge Academy Trust (TCAT), after developing highly effective partnerships with the schools involved in this multi academy trust.

As a TCAT academy, our curriculum is designed based upon the principles set out in the OECD Learning Framework 2030. We will help every young person:

- develop as a whole person,
- fulfil their potential,
- contribute towards a future built upon the social and economic well-being of the individual, the local community and the wider world,

We have created a curriculum filled with learning to talk and learning through talk, ensuring opportunities to acquire a rich and varied vocabulary, delivered in language-rich classrooms.

Being part of the Challenge Academy Trust (TCAT) means that we can bring children together to work collaboratively from across the member schools. Highlights from recent years include a STEM (Science, Technology Engineering and Maths) Challenge in conjunction with United Utilities, joint music performances and the establishing of a TCAT Student Parliament. Our partnership with Oxford University is also going from strength to strength and through this the children have experienced varied workshops linked to STEM and Primary languages. We pride ourselves in providing our children with holistic experiences, memories and life skills.

As you would expect, a huge amount of passion and energy drives improvement within school and as our new Headteacher, you will be responsible for driving our priorities forward and supporting colleagues to create transformative educational opportunities to the young people we serve.

We expect the next Headteacher of Penketh South to continue these strengths as well as lead the school into an exciting new chapter.

About The Challenge Academy Trust

The Challenge Academy Trust (TCAT) was formed in 2017 by like-minded leaders of local primary and secondary schools in Warrington along with Priestley College. There are currently 11 academies within the trust including five primary academies, three with nurseries, five secondary academies and a sixth form college.

We have close to 9,000 children and young people in our care along with around 1,500 staff. This may seem like a huge number of people; however, we pride ourselves on maintaining an intimacy within this which is built upon positive and professional relationships.

Our mission is to serve, challenge and empower the educational community. We enact our mission by providing highly effective services to our academies, supporting strong leadership, investing in the workforce, and inspiring our children and young people.

All our work is underpinned by a set of core values, they are:

- Inclusivity and social justice,
- Educational excellence,
- Collaboration and interdependence,
- Challenge and service,
- Care and sustainability,
- Celebrating difference,

These values inform everything we do as a trust and all of our services and working practices are designed around these concepts.

TCAT is a unique trust, being the first in the country to include primary and secondary academies together with a sixth form college. TCAT also includes a Church of England High School, Sir Thomas Boteler, whose faith foundation is assured through representation from the Dioceses of Chester and Liverpool.

As an inclusive MAT with a strong moral purpose, we are committed to providing an environment and education where every young person is nurtured, challenged and inspired to achieve the very best for themselves and their communities. Young people are at the heart of everything we do.

Our size also allows us to create significant financial efficiencies and to draw upon a huge range of experience and capacity.

Our latest annual report can be found here: [About Us – The Challenge Academy Trust \(tcat.uk.com\)](https://www.tcat.uk.com/about-us)

About the Role

We are seeking to appoint to the post of Headteacher at Penketh South Community Primary & Nursery School. You will be a dynamic and self-motivated professional with a proven track record of leadership within education.

The Headteacher is the leading professional at the academy. Accountable to the Local Governing Body and the Trust Board, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. We are looking for an individual with ambition and drive to deliver the next chapter of Penketh South's exciting journey. This is an opportunity for an ambitious leader with proven experience of school improvement impact and delivery.

The Headteacher, working with others, is responsible for the academy's performance and to identify the priorities for continuous improvement and raising standards. This will include ensuring equality of opportunity for all; developing policies and practices, ensuring that resources are efficiently and effectively used to achieve the academy's aims and objectives and for the day-to-day management, organisation and administration of the academy.

The new Headteacher will also become a member of The Challenge Academy Trust's Central Executive Team who are responsible for the key strategic direction of the trust.

You will be expected to attend regular meetings and work with other Principals and Headteachers within the trust to deliver the trust's key charitable aim of educational advancement. To this end, you will need to be a team player with the skills and qualities to support system leadership.

Working for The Challenge Academy Trust

At The Challenge Academy Trust, we want to embed a culture that champions better work and working lives across the Trust; a framework to support and develop our workforce from 'hire to retire'. Our staff workload, wellbeing and benefits package demonstrates our commitment to ensure we can:

- Provide a workload that is fair and reasonable,
- Foster an environment where employee health and wellbeing are actively supported and promoted,
- Develop employee's personal and professional skills & knowledge continuously throughout their careers,
- Provide structured routes for career progression,
- Reward people fairly with transparent and appropriate pay and conditions of service alongside additional benefits through TCAT+:
 - Retailer discounts and savings,
 - Car Lease scheme,
 - Cycle to Work scheme,
 - Discounted Healthcare Cash Plan with Westfield Health,

TCAT+ also hosts a range of online wellbeing resources, supporting physical, emotional, financial, professional and social wellbeing.

Job Description

POST TITLE: SALARY: REPORTING TO:	Headteacher Leadership Spine L13-L16 Local Governing Body / TCAT CEO
PURPOSE	<p>Accountable to the Governing Body, the Headteacher will provide strategic and operational leadership of Penketh South Primary so that the school's aims are implemented in accordance with the policies of the Governing Body.</p> <p>The postholder should be both challenging and supportive; should be forward looking; should require operational effectiveness and efficiency; should encourage a unity of purpose; should contribute to the creation of a positive environment in which staff can gain professional satisfaction and students flourish and should promote a culture which encourages the enhancement of learning and achievement across the whole community.</p> <p>The Headteacher will carry out their professional duties in accordance with, and subject to, the National Conditions of Employment for Head teachers as set out in the current School Teachers' Pay and Conditions Document, and in line with the Headteachers' Standards</p>
MAIN DUTIES AND RESPONSIBILITIES	
LEADERSHIP	<ul style="list-style-type: none"> • Develop a shared vision, which inspires and motivates students, staff and all other members of the school community. • Provide positive leadership to the school staff to ensure that the school delivers the highest standards. • Promote equality of opportunity for all through the school's policies, procedures and practices.
STRATEGIC DIRECTION Shaping the future	<ul style="list-style-type: none"> • Work with the governing body and TCAT, to analyse and plan for the future needs and further development of the school within the local, national and international context. • Work to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement. • Secure the commitment of parents and the wider community to the vision and direction of the school. • Promote creativity, innovation and the use of appropriate existing and new technologies to achieve excellence. • Ensure all policies and procedures deliver best practice and drive a highly efficient school.

	<ul style="list-style-type: none"> • Ensure that the management, finance, organisation and administration of the school support its vision and aims. • Monitor, evaluate and review the impact of policies, priorities and targets of the school and take action if necessary.
LEADING TEACHING AND LEARNING	<ul style="list-style-type: none"> • Create an ethos and provide educational vision and direction which secures effective teaching, successful learning and achievement by pupils and sustained development in their intellectual, spiritual, moral, cultural and physical growth. • Ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning. • Ensure that all pupils receive a good quality education through programmes designed to promote a stimulating style of learning in a safe and healthy school environment. • Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework. • Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning. • Ensure that teaching and learning is at the centre of strategic planning and resource management. • Implement strategies which secure high standards of behaviour and attendance. • Take a strategic role in the development of the new and emerging technologies to enhance and extend the learning experience of pupils. • Monitor, evaluate and review classroom practice and promote improvement strategies to ensure that underperformance is challenged at all levels and ensure effective corrective action.
LEADING AND MANAGING STAFF	<ul style="list-style-type: none"> • Lead, motivate, support, challenge and develop staff to secure improvement. • Ensure that all staff are engaged with key priorities and the development of the school's aims and objectives, through effective communication. • Maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils. • Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities, ensuring a reasonable balance for teacher and other members of staff, in work carried out in school and work carried out elsewhere.

	<ul style="list-style-type: none"> • Implement and sustain effective systems for the management of staff performance. • Acknowledge the responsibilities and celebrate the achievement of individuals and teams.
MANAGING RESOURCES	<ul style="list-style-type: none"> • Agree and set appropriate priorities for expenditure with TCAT and the governing body, allocate funds and monitor the effective administration and control of school budgets. • 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. • Recruit, deploy and develop all staff effectively in order to improve the quality of education provided. • Manage and organise accommodation efficiently and effectively to ensure all school buildings meet the needs of the curriculum, are of the highest standard of cleanliness and repair and comply with health and safety regulations. • Ensure adherence to appropriate Health and Safety regulations and ensure that risk assessments are undertaken before sanctioning participation in any potentially hazardous activity. • Ensure the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money. • Use and integrate a range of technologies effectively and efficiently to manage the school.
PUBLIC RELATIONS	<ul style="list-style-type: none"> • Act at all times as an ambassador for the school in a manner which upholds its values and ethos. • Actively promote the school within the local community being responsible for handling the media and all aspects of public relations.
COMMUNITY	<ul style="list-style-type: none"> • Build a school culture and curriculum which takes account of the richness and diversity of the school's communities. • Ensure a range of community-based learning experiences. • Collaborate with other agencies in providing for the intellectual, spiritual, moral, cultural, physical, social and emotional well-being of students and their families. • Co-operate and work with relevant agencies to protect children. • Promote positive strategies for challenging prejudice and dealing with all forms of harassment and bullying.

	<ul style="list-style-type: none"> • Maintain an effective partnership with parents and carers to support and improve students' achievement and personal development. • Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovative initiatives. • Seek opportunities to invite parents and carers, community figures, business or other organisations into the school to enhance and enrich the school and its value to the wider community. • Ensure that the school offers appropriate extended services.
ACCOUNTABILITY	<ul style="list-style-type: none"> • Encourage a school ethos which enables everyone to work together, share knowledge and understanding, celebrate success and accept responsibility for outcomes. • Adhere to the Public Sector Equality Duty / Equality Act and the need to eliminate discrimination and any other prohibited conduct and advance equality of opportunity between those who share a protected characteristic and those who do not and foster good relations amongst all staff and students. • Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation. • Work closely with the governing body to provide any information, objective advice and support which enables the governing body to meet its responsibilities. • 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. • Ensure that parents and pupils are well-informed about the curriculum, attainment and progress and about the contribution that they can make in achieving the school's targets for improvement. • Develop an organisation in which all staff recognise that they are accountable for the success of the school.
REVIEW	<p>The Headteacher may be asked by the Governing Body/TCAT CEO to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post. This job description will be reviewed annually at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.</p>

Person Specification

HEADTEACHER PERSON SPECIFICATION			
CRITERIA		Essential/ Desirable	Evidenced From
Qualifications	Qualified Teacher status	Essential	Application form
	NPQH (possession of, or working towards if the application is for first headship)	Essential	
	Post-Qualification study relevant to post	Desirable	
Professional Development	Updated professional skills including management development	Essential	Application form Selection process
	Participation in work with other schools/agencies	Desirable	
	Experience of leading in-service activities for others	Desirable	
Experience	Proven track record of successful management in primary education	Essential	Application form
	Experience of 4 – 11 education	Essential	
	Leadership experience in primary education	Desirable	
	Experience in at least two schools	Desirable	
Leadership	Capacity to provide creative and enriching leadership to the school and the community	Essential	Selection process
	Able to demonstrate behaviours that inspire and motivate others	Essential	
	Capacity to recognise the gap between 'good' and 'outstanding'	Essential	
Shaping the Future	Strategic thinker	Essential	Supporting statement
	Possessor of an educational vision	Essential	Selection process
	Awareness of national and global trends	Essential	
	Commitment to sustained school improvement and a desire to enhance provision for all	Essential	
	Awareness of the way in which developing technologies can impact upon teaching, learning and management	Essential	References

	Successful experience of initiating, supporting and implementing change processes that had a beneficial impact	Desirable	
Leading Learning & Teaching	Commitment to pupil engagement and achievement being at the centre of strategic planning and resource management	Essential	Supporting statement Selection process References
	Success in raising pupil achievement through review, evaluation, intervention and challenging target-setting	Essential	
	Understanding of practical teaching and learning strategies and developing curriculum structures	Essential	
	Evidence of curriculum leadership	Desirable	
	Experience of monitoring and evaluating teaching	Desirable	
	Experience of delivery to the 'Every Child Matters' and the 'Spiritual, Moral, Social and Cultural Development' Agendas	Desirable	
	Experience of employing data to enhance attainment and achievement	Desirable	
Leading and Managing Staff	Ability to lead and manage decisively within a collaborative ethos	Essential	Supporting statement Selection process References
	Ability to identify and develop strengths in individuals, groups and a commitment to prioritising the professional development of staff	Essential	
	Experience of leading performance management processes	Desirable	
Managing Resources	Experience of management of human and financial resources at a strategic level	Essential	Supporting statement
	Experience of setting and managing a budget	Desirable	
	Experience of establishing and developing school administrative systems	Desirable	Selection process
	Experience of IT systems for resource and budget management	Desirable	References
Securing Accountability	Capacity to establish and monitor accountabilities	Essential	Selection process
	Empowering staff at all levels with well-defined responsibilities and clear accountability	Essential	
	Experience of working with a Governing Body	Desirable	References

Strengthening Community Links	Commitment to enhancing provision and raising attainment in collaboration with the community as a whole	Essential	Supporting statement
	Demonstrate commitment to extra-curricular enrichment	Essential	
	Supportive of the 'extended schools' agenda	Essential	Selection process
	Achievement in developing links with external partners and the wider community	Desirable	References
	Experience of promoting school activities within a community	Desirable	
Developing Self and Working with Others	Fluent and effective communicator	Essential	Supporting statement
	Able to establish professional working relationships with all members of the school community	Essential	
	Adheres to and encourage in others professional standards of fairness and integrity	Essential	
	Success in fostering parental support of students' learning, attendance and behaviour	Desirable	Selection process
	Leadership of the professional development of staff	Desirable	
Personal Qualities and Attributes	Enthusiastic, energetic and self-motivating	Essential	Selection process
	Intellectually versatile, perceptive and innovative	Essential	
	Able to prioritise and delegate as circumstances require	Essential	
	Accessible, responsive and accountable	Essential	
	Comfortable in the public domain	Essential	
	Resilient and respond well to pressure	Essential	References
	Able to self-evaluate in order to manage change	Essential	
	Capable of responding constructively to criticism	Essential	
	The ability to prioritise own workload and that of others to allow for appropriate home/work balance, and to model this to others	Essential	
	Commitment to uphold the 7 principles of public life (Nolan Principles) at all times	Essential	
Safeguarding Children	Committed to safeguarding and promoting the welfare of children and young people	Essential	Selection process References

Apply

To discuss this role in more depth, please contact, Andrew Moorcroft for a confidential discussion via email: a.moorcroft@tcat.uk.com

Tours of the school can be arranged on request by contacting Victoria Briggs TCAT Director of Education via email: v.briggs@tcat.uk.com

To apply, please complete the TCAT application form, demonstrating how your experience, personal qualities and values make you an ideal candidate to be our next Headteacher.

Completed applications should be sent to:

Ben Logan, Head of HR, The Challenge Academy Trust, c/o Bridgewater High School, Broomfields Rd, Appleton, Warrington, WA4 3AE email b.logan@tcat.uk.com

All applications will be acknowledged. If you have not received confirmation within 24 hours during school hours, please contact Ben Logan on 01925 263919 ext. 411.

The closing date for applications is **noon on Friday 22nd March 2024.**

Shortlisted applicants will be invited to an **assessment centre, to be held on Wednesday 17th April 2024.**

Following the assessment centre, candidates will be reviewed with successful candidate being invited to a **formal panel interview on Thursday 18th April 2024.**

Penketh South Primary School & The Challenge Academy Trust are committed to promoting the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are made subject to an Enhanced DBS check. We are an Equal Opportunities Employer, and our employment policies, procedures and practices are regularly reviewed to ensure compliance with legislation. We are committed to creating a workplace culture that is inclusive, positive, and fair with opportunity for all.