



MIDDLETON CHENEY PRIMARY ACADEMY
Part of the South Northamptonshire Village Schools Multi Academy Trust



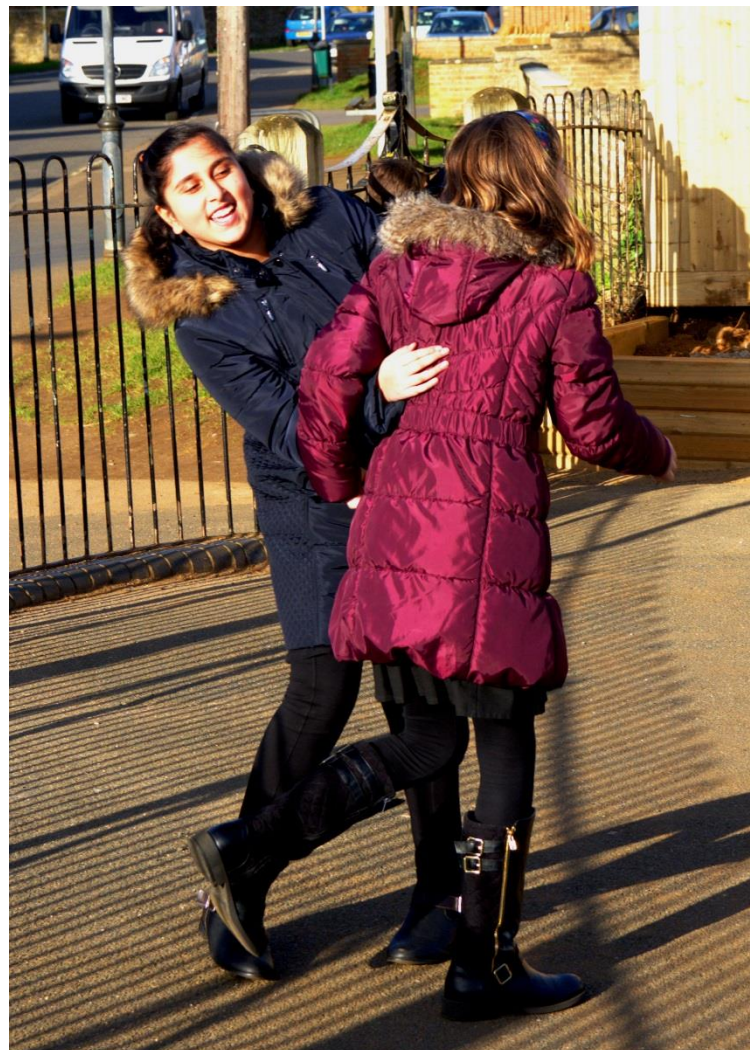
**Headteacher/Head of School
Candidate Information Pack**

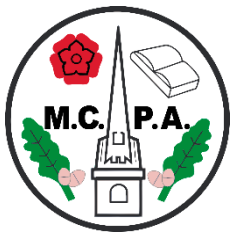
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MIDDLETON CHENEY PRIMARY ACADEMY

Main Road, Middleton Cheney, Banbury, OX17 2PD

Tel: 01295 710218 www.mcpa.org.uk

Email: bursar@middletoncheney.northants-ecl.gov.uk

Message from Chair of Governors

Dear Applicant

On behalf of all of the Governors I would like to thank you for your interest in the headteacher/head of school position at Middleton Cheney Primary Academy (MCPA).

MCPA is a large village primary school located in South Northamptonshire but also bordering the counties of Oxfordshire, Warwickshire and Buckinghamshire. We are easily accessible via the M40.

We are a two form entry school and have 392 children currently on role. Our most recent OFSTED in 2011 rated us as good and since then we have converted to academy status forming a multi-academy trust (MAT) in 2013 with 2 other village schools and a local collaborative trust (LCT) with four church schools.

Our current Head is retiring after 19 years in post and he leaves the school in a very strong position. We have an extremely strong senior leadership team and a team of talented and enthusiastic teachers, teaching assistants and support staff. Our children are well behaved and keen to learn. Aside from curriculum achievements that fare well with national averages, we have a rich history of music, drama and sporting activities that truly enhance the community. We all strongly believe in our school motto of "Enrich, Encourage, Empower".

We would like to appoint someone who shares our vision and who can also take us to the next level of excellence.

Please do come and visit the school and see for yourself what a wonderfully supportive environment we have. You can make an appointment through our School Bursar, Mrs Hale, by calling 01295 710218 or by email bursar@middletoncheney.northants-ecl.gov.uk. You will also find more information on our website www.mcpa.org.uk

I look forward to meeting you and thank you for your interest.

Yours faithfully

Helen Cottom
Chair of Governors





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Overview of Middleton Cheney Primary Academy

We are a mixed primary school for children between the ages of 4-11. Our school has community at its heart and values the individual.

We want our children to be confident in their own abilities and to reach their fullest potential in all areas of life and development. We nurture a supportive community where every child and adult is worthy of understanding and respect.

School Aims

Middleton Cheney Primary Academy is a learning community which strives to:

Enrich children's lives with a life-long enthusiasm for learning

Encourage children to value their role as participating members of the school, village and local communities and prepare them for life in our rich and complex society. We also aim to foster an understanding of, and respect for, the environment.

Empower children to take a proactive role in their futures by equipping them with skills, knowledge and understanding to explore the margins of their potential.



We meet these aims through:

- A safe and stimulating environment where success is celebrated and where children feel confident to explore, take risks in their learning and gain from their experiences.
- The encouragement of qualities such as creativity, curiosity and enjoyment.
- The development of social skills and promotion of values such as fairness, tolerance and responsibility.
- A broad and balanced curriculum that meets National and County expectations whilst providing opportunity to explore the richness of human experience beyond these.
- Policies that ensure consistency and equality of opportunity for all members regardless of age, sex, colour, religion or disability.
- A high quality team who seek to work in partnership with parents and supporting members of the wider community.
- The necessary, quality resources.
- We fully endorse the statement of values by the National Forum for Values in Education and the Community (p147 National Curriculum handbook).





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Headteacher/Head of School Advert To start September 2016

The children, parents, staff and governors of Middleton Cheney Primary Academy are seeking to appoint a passionate and inspirational head to lead our great school. Our current head will be retiring at the end of the academic year. You will either be a current head/deputy head or a business leader with a solid understanding of the modern education system.

Middleton Cheney Primary Academy is a two form entry village school that has community at its heart and values the individual. We want our children to be confident in their own abilities and to reach their fullest potential in all areas of life and development. We nurture a supportive community where every child and adult is worthy of understanding and respect.

In 2013 the Governors agreed to convert the school to academy status, joining a multi-academy trust (MAT) along with two other schools within our cluster. At the same time, the church schools within the cluster formed another MAT and two MATs came together under a local collaborative trust.

We are looking for someone who:

- has a clear commitment to the development of the whole child
- will drive forward teaching and learning so all our children can reach their full potential
- will be committed to the safeguarding and well-being of children
- is a strategic, creative and innovative thinker with outstanding leadership and management skills
- is a good team player who wants to enthuse and involve the people around them
- has the ability to adapt to an ever changing education world
- has excellent communication skills at all levels
- is able to drive forward

We can offer:

- A safe and stimulating environment where success is celebrated and where children feel confident to explore, take risks in their learning and gain from their experiences.
- Enthusiastic, well-behaved children who are keen to learn and are proud of their school.
- An extremely hard working, committed and high quality team of staff.
- An active, strong and supportive governing body.
- Close links with other local schools in our local collaborative trust.

Visits to the Academy are warmly welcomed and encouraged. Please arrange appointments through Kathy Hale, Business Manager on 01295 710218.

The Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a criminal record check via the DBS.

If you feel this may be the career opportunity you are looking for, please contact us for an application pack, email bursar@middletoncheney.northants-ecl.gov.uk or download via our website www.mcpcpa.org.uk

Closing Date for Applications: Thursday 25 February 2016
Shortlisting: 3 March 2016
Interview: 16 & 17 March 2016



Headteacher/Head of School Person Specification

1. Qualifications

		Essential / Desirable	Demonstration in Application	Demonstration in Assessment
1.1	Honours Degree or equivalent experience.	E	√	
1.2	Post Graduate Qualification in Education, Education Management, or Business.	D	√	

2. Knowledge

		Essential / Desirable	Demonstration in Application	Demonstration in Assessment
2.1	Sound knowledge and understanding of recent education legislation and its impact on schools, and the ability to anticipate future trends.	E	√	√
2.2	Can demonstrate the principles of effective teaching and learning for pupils with varying learning abilities, including the Assessment for Learning, and personalised learning	D	√	√
2.3	Sound knowledge of the National Curriculum	E	√	√
2.4	Sound knowledge of the statutory, financial and budgetary processes required in the management of a school including best value measures	E	√	√
2.5	A sound knowledge, experience and enthusiasm for curriculum leadership and development, including a clear grasp of recent changes and the opportunities that the wider curriculum provides for all pupils.	D	√	√
2.6	Sound knowledge of the principles and practice of quality assurance systems, including school review, self evaluation and performance management	E	√	√

3. Skills and Abilities

		Essential / Desirable	Demonstration in Application	Demonstration in Assessment
3.1	Proven ability to articulate a coherent vision and formulate a plan (that sets high standards for every pupil) for the school, addressing the needs and aspirations of the school and the community in order to achieve excellence.	E	√	√
3.2	Proven ability to develop and sustain an effective staffing structure for the school and to delegate tasks appropriately, monitoring their implementation.	E	√	√
3.3	The skills to ensure the successful management and implementation of change, through the systematic and rigorous self evaluation of the work of the school and the multi academy trust (MAT)	E	√	√
3.4	Proven ability and confidence to lead, manage, inspire, challenge and motivate the whole school workforce in order to ensure effective team working.	E	√	√
3.5	The skills to acknowledge excellence and challenge poor performance across the school.	E	√	√
3.6	Proven ability to establish and maintain collaborative working with a wide range of other professionals, as part of the delivery of multi-agency support services, and management of the MAT, to enhance the education of all pupils.	E	√	√
3.7	Proven ability to prioritise, plan, and organise yourself and others.	E	√	√
3.8	Effective communication skills, including the ability to negotiate and influence, and to maintain effective working relationships.	E	√	√
3.9	Build and maintain effective relationships with parents, carers, partners and the community that enhance the education of all pupils.	E	√	√



3.10	Proven ability to identify and support own training needs and those of staff.	D	√	√
3.11	Proven ability to appreciate new technology and understand its usefulness within an educational environment.	E	√	√
3.12	Proven ability to think creatively to anticipate and identify problems / needs and construct solutions.	E	√	√
3.13	Proven ability to collect and use a rich set of data to understand the strengths and weaknesses of the work of the school.	E	√	√

4. Other

		Essential / Desirable	Demonstration in Application	Demonstration in Assessment
4.1	Proven ability to demonstrate awareness of the principles of and commitment to, the promotion of equality of access, inclusion, diversity, and the opportunity for both staff and children, to overcoming obstacles / barriers to this and removing practices which are counter to it.	E		√
4.2	Proven ability to demonstrate commitment to the promotion of safe working practices and the provision of a safe learning environment for pupils.	E	√	√
4.3	Proven ability to develop strategies for risk assessment and to evaluate risk to oneself and others and to take appropriate action.	E		√
4.4	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E		√





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Headteacher/Head of School Job Description

Post Title:	Headteacher/Head of School
Salary:	Leadership 15 – 21 (dependant on experience)
Job Purpose:	To provide professional leadership and management of the school, its pupils, its staff and its premises which will promote a secure foundation from which to achieve high standards in all areas of the school's work
Reporting to:	The Governing Body

Main Duties and Responsibilities

Work with the Governing body and other key stakeholders to ensure the school vision and values are clearly articulated, shared, understood and acted upon effectively by all. Lead by example demonstrating the vision in everyday work and practice providing the inspiration and motivation to create a shared culture and positive climate.

Promote excellence, equality and high expectations of all pupils and the wider school community ensuring a consistent and continuous school wide focus on pupils' well-being, achievement and attainment with learning at the centre of strategic planning and resource management.

Manage the school's human resources effectively and efficiently to achieve the school's education goals and priorities, monitoring, evaluating and reviewing on an ongoing basis.

To oversee the operating and monitoring of the school budget by setting appropriate priorities for expenditure, allocating funds and ensuring effective financial and administrative control.

Implement a framework of effective evaluation, assessment and performance management which engages the whole school community in improvement and measurement of improvement.

Take a strategic role in the development of new and emerging technologies to extend and enhance the learning experience of pupils and the wider school community, actively engaging with other schools in the local collaborative trust to build effective learning communities.

Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities. Manage own workload and that of others to allow an appropriate work-life balance.

Consult and involve staff in decision-making as appropriate in order to encourage a sense of ownership and involvement in the school.

Exercise responsibility for ensuring that measures are actively adopted and monitored for maintaining a safeguarding culture. Ensure the school complies with all aspects of safer recruitment, making appropriate checks and keeping appropriate records.

Regularly review own practice, set personal targets and take responsibility for your own professional development. Exercise responsibility for ensuring that all new employees receive an induction programme and are properly inducted in the school's policies and procedures, specifically those relating to child protection and safeguarding children.

Fulfil all commitments arising from the contractual accountability to the Governing Body, including the development and presentation of a coherent, understandable and accurate account of the school's performance to and on behalf of governors.

Dimensions

Supervisory Management: Currently 19 teachers and 41 support staff
Financial Resources: Currently £1.3 million budget

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applications are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.





Application Details

Thank you for your interest in the Headteacher/Head of School post at Middleton Cheney Primary Academy. Further details of this post, the academy and the local collaborative trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete and return an application form with a covering letter highlighting how your skills and abilities demonstrate your suitability for this role, via email to bursar@middletoncheney.northants-ecl.gov.uk. Applications can also be submitted by post, for the attention of Mrs Kathy Hale, Bursar to the following address:

Middleton Cheney Primary Academy
Main Road
Middleton Cheney
Oxon OX17 2PD

Application Forms

These can be downloaded from the school website www.mcpa.org.uk. Wherever possible, please provide email addresses for your referees.

Closing Date for Applications: Thursday 25 February 2016
Shortlisting: 3 March 2016
Interview: 16 & 17 March 2016

Candidates shortlisted for interviews will be asked to undertake a series of selection tasks and activities. More information on the format and any preparation needed will follow after shortlisting.

It is our normal policy to take up three references for headship appointments. In the case of applicants who are currently employed as a headteacher, we will expect these to be from:

- The local authority or academy trust where you are currently employed;
- Your Chair of Governors;
- Another referee who is able to support your application for the post of headteacher.

In the case of applicants who are not currently employed as headteacher, we will expect referees to be:

- The headteacher in your current or most recent school, or if you are not currently employed in a school, your current line manager;
- Another referee who can attest to your professional skills, including leadership and management skills;
- Another referee who is able to support application for the post of headteacher.