



**HEART**  
ACADEMIES TRUST

**The Home of Exceptional Schools**



**Shackleton Primary School**

**Headteacher**

**Application Pack**

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HIGH EXPECTATIONS ACHIEVEMENT RESPECT TRUST

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# A warm welcome from the Trust's CEO



Dear Colleague,

This is a great time to join HEART Academies Trust and as Chief Executive Officer I would like to take this opportunity to warmly welcome you to our family of Academies. It is our vision to provide exceptional education through our schools that are at the heart of their communities.

Thank you for showing an interest in the exciting and challenging post of Head Teacher at Shackleton Primary which became an Academy and joined HEART Academies Trust on 1<sup>st</sup> June 2017. We have high ambitions for the children at the school and are looking for a Head Teacher to lead the drive to remove the barriers to their future successful life chances. We believe that this is a genuine opportunity to make a real difference to the lives of young people in this area of Bedford and to the community itself.

In this pack you will find information on both HEART Academies Trust and Shackleton Primary. We believe we have given you a clear picture of our aspirations and would strongly encourage you to arrange a visit as you will be able to meet representatives of HEART and get a feel for the school itself. Please get in touch with my PA Emma Palmer [epalmer@bedfordacademy.co.uk](mailto:epalmer@bedfordacademy.co.uk) / 01234 301500 if you would like a tour of the school.

It is a privilege to work with all our schools and their communities – they deserve the very best. If your own experience, energy and values support our aspirations then we look forward to receiving your application.

With best wishes,

A handwritten signature in blue ink, appearing to read 'Emma Orr'.

Emma Orr

Interim CEO HEART Academies Trust

# About Us

HEART Academies Trust is a new multi academy trust formed with 3 primary schools and one secondary school in 2017. Our vision is to create a family of academies at the heart of their community improving life chances for all, through challenge and support. We are at the start of this journey.

Our current academies are:



**Cauldwell  
School**



**Shackleton  
Primary School**



**Shortstown  
Primary School**



**Bedford  
Academy**



## **Our Sponsor – The Harpur Trust**

The Harpur Trust is one of the largest charities in the UK but focuses everything they do on the Bedford area. Using the legacy of Sir William Harpur, the founder in 1566, their aims are clear and simple:

They are here to inspire and support people in the Borough of Bedford to improve their lives by:

- Providing and promoting education
- Offering help and relief to anyone who is sick, in need, hardship or distress
- Providing recreational facilities with social welfare purpose

They have a proven track record in education through their ownership, management and support of the four Harpur Trust private schools in Bedford (Bedford Girls' School, Bedford Modern School, Bedford School and Pilgrims Preparatory School).

They have sponsored Bedford Academy since its creation in 2010 and are now the sponsor of the HEART Academies Trust.

## **Bedford Borough**

HEART Academies trust has a very constructive relationship with the local authority and we will continue to work together with all local schools.

Bedford and its surrounding area is a great place to live and work. It was described as the 'perennial wallflower coming into bloom' by the Sunday Times when it was chosen as one of the paper's 50 Best Urban Places to Live in Britain. The town benefits from high speed links to London by train and is easily accessible from both the A1 and M1 road links.

If you would like to know more about living and working in Bedford please visit the website:

<http://www.teachbedford.co.uk>

# Our Motivators

**As a Trust we are:**

## DRIVEN

*The passion to get better and better at something that matters.*

## COMMUNITY MINDED

*The will to do what we do in the service of something bigger than ourselves.*

## ASPIRATIONAL

*The commitment to improve life chances*

**All Trust members:**

Demand the Highest Standards

*'No Excuses'*

Strive for Excellence

*'Sweat the Small Stuff'*

Deliver Impact

*'Make a Difference'*

Develop Character

*'Be the Best You'*

Encourage Collaboration

*'Stronger Together'*

Proactively Participate

*'Think Beyond You'*

Develop the Whole Person

*'Harness Potential'*

Grow Talent

*'Keeping Doors Open'*

Inspire Innovation

*'Endless Possibilities'*





# Shackleton Primary School

Shackleton was founded in 1928 as a Lower School and later became a Primary, with its first Year 6 cohort in 2014. We are an expanding school located at the heart of our catchment area, with a 3 form entry planned in every year group by 2022, however this is not currently reflected in admissions. The school joined HEART Academies Trust in 2017 as one of three Bedford primary schools. There has been a period of change at the school and the Trust has supported with an interim Head during this time. The school are excited to be recruiting a permanent Head teacher for Shackleton to take it on the next stages of it's journey.

At Shackleton Primary School we seek to ensure that all our pupils receive an education which gives the best possible opportunities for each pupil to realise their true potential. We believe our children will thrive in an environment where they feel happy, safe, valued and respected. We aim to ensure they are motivated by learning and are offered the best opportunities that we can provide. We ensure that through exceptional teaching and a stimulating environment they can reach an exceptional standard of achievement.

The school is proud of its diverse community and intake of students.

<b>Number of Students on Roll</b>	<b>425</b>
<b>Children eligible for FSM</b>	<b>20.71%</b>
<b>Children eligible for Pupil Premium</b>	<b>30.35%</b>
<b>Children with SEND</b>	<b>14.35%</b>
<b>Children with EAL</b>	<b>59.06%</b>

The school was last visited by Ofsted in December 2013, prior to becoming a Primary school. The school was judged to be 'Good' in all categories.

Outcomes for students are well below national average at all ages as results below for the past two years show:

		2016	2017	2018
<b>EYFS – GLD %</b>		35%	35%	45%
<b>Phonics %</b>	<b>Yr 1</b>	58%	82%	63%
	<b>Yr 2</b>	83%	85%	40%
<b>KS 1</b>	<b>Reading</b>	47%	39%	44%
	<b>Writing</b>	40%	39%	49%
	<b>Maths</b>	40%	39%	41%
<b>KS 2</b>	<b>Reading</b>	41%	50%	50%
	<b>Writing</b>	10.5%	48%	55%
	<b>Maths</b>	45%	52%	45%
	<b>Combined</b>	8.8%	28%	35%



# Trust Support

In taking on the Headship at Shackleton Primary School you join a highly innovative, inspirational and ambitious Trust, with a focus on school improvement through support and development.

The Trust's motivators underpin our philosophy of school improvement, including professional development. There are 3 elements to our approach:

## Trust Support

*The passion to get better and better at something that matters.*

The Trust support offer is overseen and provided by the Chief Executive Officer and Academy Improvement Advisor.

The Trust team will also be supported by colleagues who are employed by the schools within the Trust and hold additional Trust responsibilities, as Trust Learning Consultants.



## School to School Support

*The will to do what we do in service of something bigger than ourselves.*

There is an expectation that all Trust schools will contribute to:

- \* Working parties
- \* Cross school moderation
- \* CPD book club
- \* The HEART Maths Academy
- \* Teach meets
- \* Teaching and learning blogs and bulletins
- \* Action research groups
- \* Trust wide student and parent workshops

## Professional Development

*The passion to get better and better at something that matters.*

The Trust facilitates a number of programmes and workshops to support all staff across the Trust to continue their professional development. The programmes range from pre-teaching qualifications to leadership development for teaching and support staff.

As well as these programmes the Trust offer a number of day and half day workshops to ensure colleagues are well informed of the most up to date information around subject knowledge, pedagogy and leadership development.



# Job Description

<b>Job Title:</b>	Head Teacher Primary
<b>Location:</b>	Shackleton Primary (base)
<b>Reports to:</b>	Senior Academy Improvement Advisor
<b>Direct reports:</b>	<ul style="list-style-type: none"><li>• Senior Leadership Team Shackleton</li><li>• Staff at Shackleton</li></ul>
<b>Full/part time:</b>	Full time; permanent



## Job Purpose

The Head Teacher is responsible for leading and managing Shackleton Primary to ensure that it realises the vision of an exceptionally high standard of education for all of its' students.

The Head Teacher will ensure that Shackleton is an active part of the HEART family of academies ensuring the motivators of drive, community and aspiration permeate every aspect of the Academy's life.

## Specific Responsibilities

In seeking to deliver the vision for the Academy, the Head Teacher would be expected to carry out the following duties and to recognise that the list is only indicative and that there might be other, similar duties which he/ she will be required to carry out.

## Strategy

- Identify the aims and objectives of the Academy against the vision and values of the Academy, in accordance with the HEART Academies Approach to Education.
- Produce and implement the Academy SEF and Academy Development Plan, setting strategic targets and performance indicators.
- Ensure the Academy is at the heart of its community and serves as a model of community transformation.

## Leadership of Staff

- Lead and inspire staff by example, encouraging them to achieve the highest personal and professional standards at all times.
- Ensure the Academy is adequately and appropriately staffed, recruiting as necessary in accordance with HEART Academies Trust HR policies and procedures.
- Encourage team development and an ethos which enables everyone to work collaboratively and accept responsibility for shared outcomes across the full age range.
- Develop a culture of coaching and peer support to enable staff to develop professionally.
- Manage the deployment of all staff; delegating duties as appropriate to senior colleagues.

- Ensure all staff at the Academy receive appropriate, high-calibre information and training to enable them to carry out their professional duties.
- Oversee an accurate assessment framework in order to judge the quality of teaching and learning, and embed consistent high standards (and expectations) for (of) all students including the most able, those with SEND, EAL or disadvantaged students.
- Lead the annual performance management cycle within the Academy, making certain that adequate training and development opportunities are made available to all staff, ensuring the recruitment and retention of high calibre staff as well as taking appropriate action where performance is unsatisfactory. Ensure that pay progression is appropriately managed in accordance with Trust policy and is underpinned by a clear strategy for performance related pay.
- Liaise as appropriate with all staff Unions or Associations.
- Provide regular updates to the Local Governing Body and CEO as required.

### **Leadership of Students**

- Ensure all students are in a safe, secure learning environment in accordance with Safeguarding expectation as set out in the effectiveness of leadership and management in the Common Inspection Framework and as stipulated in the latest DFE guidance.
- Ensure the Academy has an effective system of pastoral care in place for students.
- Ensure students' learning and progress is effectively assessed through a rigorous assessment strategy, monitored and reported according to HEART Academies Trust expectations and celebrated, so that students experience continuity and coherence in all their learning experiences across the curriculum and entire age range. Analyse and use available school based and comparative data to assist in raising standards.
- Provide all students with a personalised curriculum which meets their needs and which provides particular support for those with SEND or gifts and talents, setting challenging targets for all.
- Create ways for students to be actively involved in the Academy, including decision making processes and for their views on the learning process to be listened to and respected.
- Provide ample opportunity to enhance their learning by participating in a wide variety of extra-curricular and other experiences.
- Determine strategies that ensure high standards of behaviour, attendance and punctuality, developing and applying a constructive policy.
- Ensure admissions are fair and inclusive, mirroring the Local Authority policy.
- Ensure the Academy provides high quality spiritual, moral, social and cultural development for all students.

### **Liaison with Parents/Carers**

- Keep in close contact with parents/carers and be available to meet with them at any reasonable time to discuss their children's progress or welfare.
- Send regular information about the Academy and provide reports on their children's' work and progress



- Hold regular parent/carer evenings or review days at least annually for each year group.
- Create opportunities for parents/carers to support the Academy through learning alongside students, helping with sports activities, accompanying trips, encouraging their children with their work, forming a parent/carer's form to assist the working of the Academy.

## **Curriculum**

- Determine, organise and implement a balanced and broad curriculum that has a positive impact on student outcomes and their personal development, behaviour and welfare.
- Encourage the development of a 'can do' culture looking for innovative and creative solutions; and employing new technologies where appropriate; ensuring continuity and coherence across the full age range.
- Arrange for the construction of the Academy timetable to facilitate the above arrangements and to ensure that wider curriculum aims are met, whilst ensuring effective and appropriate use of resource, including value for money.
- Evaluate on a regular basis standards of teaching and learning in the Academy and ensure that high standards of professional practice are established and maintained.
- To oversee the development and implementation and sustained delivery of outstanding teaching, learning and assessment throughout the Academy.
- Ensure the Academy equips students positively for modern life in Britain and promotes fundamental British values. Foster a greater understanding of and respect for people of all faiths and no faith, races, genders, ages, disability and sexual orientation through words, actions and influence within the Academy and the wider community, in line with the HEART Academies trust ethos.

## **The Management of Resources**

- Allocate, control and account for those financial and material resources of the Academy which are the responsibility of the Head Teacher.
- Ensure the maintenance and development of the premises and grounds to ensure maximum practical use and to provide extensive facilities for use by students and members of the community throughout the day, ensuring Health and Safety requirements are met.
- Ensure that contracts within the responsibility of the Head Teacher are negotiated to 'best value' and that performance against the contract is reviewed on a regular basis.
- Have due regard at all times for the Health and Safety of all users and ensure that appropriate Health and Safety responsibilities are understood by all.

## **External Liaison**

- Develop collaborative links within HEART Academies Trust to maximise the opportunities for staff, students and families.
- Maintain positive and active relationships with other schools, businesses and agencies in the area, in particular with other local primary schools.

- Develop further the good relationship already established with the Local Authority to promote coherent educational programmes within the area.
- Maintain links with social services, local police, churches, other faith groups and organisations involved in working with young people and the wider community.
- Share systems and innovation work with others in the network to develop great practice.
- Help shape or lead education initiatives across the HEART network.

### **Safeguarding Children**

- Oversee safeguarding procedures in the Academy, acting as designated safeguarding lead or ensuring that a senior member of staff acts as the designated safeguarding lead for the Academy.

### **Other**

HEART Academies Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks and safeguarding training. Senior Members of staff are required to undertake Safer Recruitment in Education training.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such duties as may reasonably be assigned by the CEO. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

The post holder should arrange for a senior staff member to deputize for them at any time when they are unavailable. They must have due regard for the work-life balance of school staff.

The post holder is expected to keep abreast of educational developments and best management practice in order to introduce appropriate innovation and contribute to joint practice development.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.



# Person Specification

Area	Essential	Desirable
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Qualified to degree level</li> <li>• PGCE or equivalent</li> <li>• Qualified to teach in the UK</li> <li>• Evidence of recent, relevant professional development</li> </ul>	<ul style="list-style-type: none"> <li>• NPQH</li> <li>• Leadership Qualification</li> </ul>
<b>Leadership Skills</b>	<ul style="list-style-type: none"> <li>• Leading and managing people individually and in teams to a high standard</li> <li>• Managing change through bringing innovative ideas to fruition that impact positively on student outcomes, curriculum and quality of teaching and learning</li> <li>• Understanding of managing finances and ensuring financial sustainability</li> <li>• Experience of managing risk across a school</li> <li>• Breadth of experience in school leadership: pastoral and academic leadership experience</li> <li>• A proven track record of effective senior leadership in a number of diverse primary or secondary school</li> <li>• Experience of working effectively with a schools local community and parents/carers</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing finances and ensuring financial sustainability</li> <li>• Teaching in several contrasting schools or working in sectors beyond education</li> <li>• Wide experience of participation in education networks</li> <li>• Experience as a Head of Deputy Head in a large primary school</li> </ul>
<b>Characteristics &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• A wide knowledge of current and proposed education policy and the legal framework within which schools and Academies must operate, particularly in regard to safeguarding</li> <li>• An ability to effectively prioritise and plan</li> <li>• An ability to problem solve and think creatively when dealing with complex issues</li> <li>• An ability to develop and communicate a complex vision in simple terms to a variety of audiences</li> <li>• An ability to manage and empower others to maintain high standards of student behaviour, creating a positive climate for learning</li> <li>• An ability to lead Academy-wide improvement initiatives that have a demonstrable impact on student attainment</li> </ul>	<ul style="list-style-type: none"> <li>• A wide understanding of the links between education and community transformation</li> </ul>

Area	Essential	Desirable
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to be a consistently outstanding teacher, never less than good</li> <li>• Willingness and ability to accept accountability for student outcomes</li> <li>• Willingness to learn and develop others</li> <li>• Ability to motivate self, staff and students</li> <li>• Ability to understand, analyse and make effective use of a range of data</li> <li>• Fundamental belief that every child matters and that aspirations/achievements of an individual and community can be significantly altered</li> <li>• Personal presence to develop and promote high standards in all aspects of school life.</li> <li>• Ability to lead and manage own work effectively and take responsibility for own professional development</li> <li>• Developed interpersonal and communication skills (including written, oral and presentation skills)</li> <li>• Be able to cope with change, lead innovations and meet challenges successfully</li> <li>• Team working skills: the ability to lead others and be a team member</li> <li>• Energy, grit and determination</li> <li>• Diplomacy, ability to build networks</li> <li>• A liking, sympathy and respect for children and sensitivity to their needs</li> <li>• Ability to relate well to parents and the wider community</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Possess a full driving license and have use of a vehicle for business purposes and appropriate insurance</li> </ul>	





# How to Apply

## Head Teacher

Shackleton Primary School

Pearcey Road, Bedford, MK42 9LZ

**Salary:** Group 3 - £51,234 - £69,673

**Post:** Full Time, Permanent

**Start Date:** Easter or September 2019



If you are passionate about improving outcomes for students and you are looking for an exciting opportunity to have a real impact in a fast-paced, innovative environment, then this could be the job for you.

Further details about the Academy can be found on the school website [www.shackletonprimary.co.uk](http://www.shackletonprimary.co.uk) and tours of the school in advance of the interview can be arranged. For further details about the post, to arrange a tour of phonecall and to obtain an application form please contact [epalmer@heartacademiestrust.co.uk](mailto:epalmer@heartacademiestrust.co.uk)

**Closing Date:** Tuesday 19th February at 9am,

**Provisional Interview Dates:** Monday 25th and Tuesday 26th February

HEART Academies Trust is committed to safeguarding and the welfare of young people and expects all staff to share this commitment. All appointments are subject to DBS checks and excellent references.

