



Churchfields Academy

Inspiring and Creating Futures for All



Headteacher Recruitment Information Pack

Required for January 2017 L31 - L37

Deadline: 24th June 2016



Dear Applicant

Churchfields Academy is currently a stand-alone converter academy, having converted in August 2011. Since academy conversion the education landscape has changed considerably and the need to widen partnerships is increasingly important. It is for this reason that the governing body have taken the strategic view that working within a local Multi Academy Trust is in Churchfields' best future interests. The decision has been made to form a new Multi Academy Trust in partnership with Royal Wootton Bassett Academy, as a Sponsored Academy.

Royal Wootton Bassett Academy is an outstanding school near Swindon. It is an 11 – 18 values led Academy with a fully comprehensive intake. It is oversubscribed and has an intake of around 300 students into Year 7 each year. RWBA has had two “Outstanding in every category” Ofsted reports in November 2010 and November 2013. RWBA is a designated Teaching School and leads the North Wiltshire Teaching Alliance of 25 schools. It is also a National Support School and is led by NLE Mr George Croxford. As a National Support School it has supported several schools to improve notably three out of Special Measures to a Good Ofsted rating within 18 months. It is a designated School Centred Initial Teacher Training (SCITT) institute. The school is a founder member and Senior Partner in Challenge Partners and runs its own hub. The hub is now 25 schools (same as teaching Alliance) from Bristol, Shaftesbury, Witney, Chippenham, and Calne as well as Royal Wootton Bassett and surrounding area.

Churchfields has undergone recent changes in leadership and is currently led by an Interim Principal, Mrs Sandra Muir, who has been in post since January 2016, stepping up from her role as Vice Principal.

In recent times Churchfields has faced some challenges. Results since 2014 have been lower than in previous years and the academy has experienced falling rolls. Our recent Ofsted inspection in March 2016 graded us as ‘Requires Improvement.’ However, work had already begun before the inspection to address many of the issues in the report and we are confident that with the support from RWBA and commitment of the staff, the academy has the capacity and strength to return to ‘Good’. We are really pleased that Ofsted recognised the newly formed leadership team is making a number of important changes to the Academy's work. The report acknowledges many of these changes have not yet had time to demonstrate the impact and differences they are making.

Churchfields Academy prides itself on its inclusive ethos. Strong structures support the students in relation to their personal development and well-being, as well as their academic progress.

There is a lot of information about the academy available on our website www.churchfields.org although we are currently in the process of creating a brand new site which we plan to be ready by September 2016.

We hope you will feel inspired to apply for the post of Headteacher at Churchfields Academy.

Yours sincerely

Julie Wells
Vice Chair of Governors



Job Description

Purpose

To inspire, lead and motivate future generations of children in the community we serve. To provide an effective, dynamic and inspirational leadership and management of the academy, to lead by example the professional conduct and practice of teachers ensuring high quality continuous professional development for staff. Hold high standards and expectations for academic achievement within and beyond the academy. This will be based upon improved quality of teaching and learning to maximise student progress.

Initially the two main priorities for improvement are:

- To move the academy from RI to a Good Ofsted rating
- To ensure integration within the Multi Academy Trust

Responsibilities in line with the National Standards of Excellence for Headteachers, in particular:

- To lead in setting the strategic direction of the academy in conjunction with the CEO and local Governing Board (GB).
- To lead the senior leadership team by example with integrity, creativity, resilience and clarity. To support colleagues in the management, strategic development and vision of the academy.
- To manage the academy effectively, ensuring the systems, organisation and processes are well considered, efficient and fit for purpose.
- To shape the Academy Improvement Plan (initially Ofsted Action Plan) ensuring effective management of the organisation including the academy budget co-ordinating with the CEO and local GB.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
- To monitor and evaluate quality of teaching, to have high standards for students and staff. To create an ethos where staff and students motivate and support one another to develop their own skills and subject knowledge.
- To create and share the vision with compassion providing strategic leadership, empowering others to excel.
- To oversee the development of the curriculum in the best interests of achieving academic and social outcomes for students.
- To inspire motivate and challenge staff, to shape the current and future quality of teaching and learning through high quality training and sustained professional development for all staff.
- To actively develop views of staff to model innovative approaches which shape the academy but also ensure working together in a common direction to support the vision of the academy.
- To not only promote multi-academy working but also work with other schools and organisations to create a climate of mutual challenge which secures excellent outcomes for all students.
- To work effectively and proactively with the CEO and the Trust Board of Directors and its Committees to ensure the vision of the Trust is met.



Person Specification Criteria which will be measured at application and interview	Essential or Desirable
Qualifications <ul style="list-style-type: none"> QTS Degree or equivalent Evidence of recent professional development relevant to the post 	E E E
Experience & Skills <ul style="list-style-type: none"> Recent experience as a Headteacher or Deputy Headteacher in a secondary setting Proven track record of sustained progress in raising standards in outcomes for students Ability to make sound decisions based on analysis, interpretation and understanding of data evidence Engaging parents to support learning A proven track record of managing school self-evaluation and improvement Experience of developing links to enrich students' learning including collaboration with others Experience of financial management, ensuring value for money Track record of inspiring and motivating others to achieve 	E E E E E E D E
Knowledge & Understanding <ul style="list-style-type: none"> Knowledge and understanding of the educational landscape and able to translate national policy to the academy context Ability to plan and lead projects to implement change The ability to be innovative with curriculum design The ability and desire to work in partnership with the Board of Directors to maintain and improve standards Commitment to safeguarding Commitment to diversity and values, inspiring and motivating others to achieve a common goal 	E E E E E E
Personal Qualities <ul style="list-style-type: none"> Excellent communication skills Energy, drive and enthusiasm Innovative Strong Interpersonal skills Demonstrable leadership skills Ability to work calmly under pressure A sense of humour, resilience and perseverance Compassion and trust Values diversity and the contribution of other individuals to achieve a common goal 	E E E E E E E E E



How to apply

Candidates must return a completed application form and can attach a supporting letter (no more than 2 sides of A4). Candidates should use the two main priorities and the person specification as guidance.

Closing date for applications: 9am Friday 24th June 2016

(Please be advised that any applications received after this date will not be accepted.)

Shortlisting to take place by: 1st July

Interviews will be held:

Day 1 Monday 18th July

Day 2 Tuesday 19th July (candidates shortlisted for invitation to day 2)

Completed application forms should then be returned marked confidential to the following address:

Esther Newman

Churchfields Academy

Salcombe Grove

Swindon

SN3 1ER

enewman@churchfields.org

Applicants are welcome to visit the academy during the application period by appointment only. Please call or email to book, 01793 427742 enewman@churchfields.org

Candidates who are successfully selected for interview will be informed after shortlisting has taken place. Short-listed candidates will receive a visit to their current school by George Croxford, Headteacher of Royal Wootton Bassett Academy as part of the interview process.

Candidates should apply using the correct application form. CVs will not be accepted.

Churchfields Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences. References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.



Useful information (click for each document)

Application Form: <https://www.frog.churchfields.org/user/74/105237.doc>

Churchfields Academy website: www.churchfields.org

Royal Wootton Bassett Academy website: <http://www.rwba.org.uk/>

Churchfields Ofsted report:
<http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/137408>

Churchfields Data Dashboard: <http://dashboard.ofsted.gov.uk/dash.php?urn=137408>