

Application Information Pack

Head of Academy Harrogate High School



Northern Star Academies Trust

Welcome message from the Chair of the Academy Trust: **Helen Flynn**

Thank you very much for requesting the details for the post of **Head of Academy at Harrogate High School**

Harrogate High School (HHS) was one of the founder schools of **Northern Star Academies Trust (NSAT)** formed in April 2015.

Our mission is to support and benefit our member academies to **foster and promote educational excellence** whilst celebrating the distinctive character of each school in their local community.

NSAT is a thriving Multi-Academy Trust of two secondary schools and four primary schools. Our growth strategy is to build three geographical Hubs over the next three years in Skipton, Harrogate and Keighley, in order to create a robust and sustainable school improvement network that delivers **powerful education for every child we educate**.

In July 2014, prior to the creation of our Trust one of our founder schools, Skipton Girls' High School, received sponsor approval to support the development and growth of a MAT. Now that the MAT is formed with a dynamic central executive team and highly skilled central services team, the foundation structure is in place and the trust is well placed for future growth. All schools within the trust are judged by Ofsted as 'Good' or 'Outstanding'



Leaders and staff across all six schools share their expertise in leadership and management and have an unwavering commitment to making sure that all children, regardless of their background, have access to a great education and can make real choices in life.

All NSAT schools are strategic partners of Northern Lights Teaching School Alliance and SCITT, based in Skipton Girls' High School, along with a wide range of local schools and regional and national universities and organisations.

Strong leadership is vital to the success of the Trust. Our culture of positive accountability is matched with a 'no excuses' ethos – we firmly believe there is no ceiling to the ambitions our schools have for the young people in their care.

In 2017 we were delighted to open a brand new school building at Harrogate High which has provided our students with cutting edge facilities in an open and inclusive learning environment.

INQUIRE: To have a confidential conversation about *the role please* contact:

Mrs Jenn Plews: CEO/Executive Headteacher via her PA.

VISIT: A visit is highly recommended. Contact **Mrs S Evans** to organise a mutually convenient date/time to visit and meet Jenn Plews.

APPLY: Please send your completed application to **Mrs S Evans: PA to the CEO at evanss@sghs.org.uk** to reach us by Noon, 22nd March 2019.

We very much look forward to hearing from you.

Key Priorities for Harrogate High School

At Harrogate High School, we are determined to maximise the achievement of all students, thereby improving their life chances. **We strongly value inclusion and diversity.** We firmly believe that high quality teaching, learning and leadership are fundamental to our success. By **embedding ambition in our students and building cultural capital** we will enable our young people to lead a balanced life as adults, capable of contributing positively to their community.

	2017/18	2016/17	2015/16
GCSE Progress 8	-0.23	-0.15	-0.09
A level VA Score	-0.24	-0.19	-0.10
Academic VA Score	-0.22	-0.19	-0.08



In striving for improvement, we are developing our provision with a sharp focus on the following **Whole School priorities in 2018 – 2019:**

- Ensuring student progress is at least at national average at GCSE and Level 3
- Conducting a comprehensive Curriculum Review to ensure our whole curriculum is fit for purpose
- Reviewing Post 16 viability
- Significantly developing systems and strategies for consistent and positive behaviour management and behaviour for learning



About Northern Star Academies Trust

Northern Star Academies Trust is a growing multi-academy trust in the north of England and comprising six schools: Skipton Girls' High School and Harrogate High School (the founder schools), New Park Primary Academy, Hookstone Chase Primary School, Holycroft Primary School and Eastwood Community School.

Northern Star champions the learning of students, teachers and all Associate staff. We are committed to providing a high quality educational and learning experience for all. Our unique partnership will work to develop strong schools, able to serve their local community by providing high quality learning experiences and resources.

We are passionate about high quality teaching, learning and leadership. Our mission is to create a family of outstanding schools serving the primary and secondary phases of education in North Yorkshire and the surrounding area. Thereby preparing our young people for future success at high quality universities, apprenticeships and leading in the workplace or their local community. We will achieve our ambition by working together, sharing professional expertise and celebrating the success of students and colleagues at every opportunity.

Based on the traditional values of respect for the individual, hard work and equality, our school improvement model centres on collaboration, teamwork and quality systems and structures. As we grow we will maintain and focus on the improvement and expansion of the quality of the services provided to all academies within the trust.

By working together we will achieve more for our young people!

Our Mission, Vision & Values

Our Mission

To inspire and support learners of all ages to fulfil their potential and better the world.

Our Vision

At Northern Star Academies Trust our success is driven by our collective hard work and commitment to:

- Providing a world-class organisation and improving the life chances of all the children and young people in the Trust.
 - Ensuring that bespoke professional development, challenge and support are at the core of our school improvement strategy and that all our staff are learners and engage in the latest pedagogical research.
 - Celebrate diversity, equity and an inclusive approach throughout our whole Trust.
 - Develop in each of our children and young people academic and vocational skills, positive learning habits, qualities of character and leadership to become confident citizens now and in the future.
-

Our Values

NSAT is committed to developing these core values and attributes in our organisation:

- Resilience
- Creative and innovative thinkers
- Entrepreneurship
- Diversity and inclusion
- Leadership
- Collaboration and partnership working
- Problem solving and critical thinking

Application pack for the position of Head of Academy

Harrogate High School



Contents

Job description Page 7

Person specification Page 11

How to apply Page 13

Important advice on completing your application Page 13

Child protection information Page 16

Policy statement on the recruitment of ex-offenders Page 17

Evidence of eligibility to work in the UK Page 18

Application form See separate Application and Monitoring form



Job Description

Head of Academy

Grade: Group 6 (Leadership range L25 to L30)

The Head of Academy (HOA) must be an exceptional strategic leader who is able to develop and articulate with clarity the vision, values and ethos for Harrogate High School and who will truly inspire and empower others to share in achieving it.

The Head of Academy is accountable, and takes responsibility for, establishing a school that provides an exceptionally high standard of education for all its pupils; a senior leader who likes to have a balance of working with the local governing body to shape and set the direction of the Trust, but also being hands-on and spending quality time with students, staff and the wider school community.

The Head of Academy must be able to create and sustain a highly effective Safeguarding Culture across the school community.

Roles and responsibilities

General

- To execute all the functions and responsibilities of a Head of Academy working for Northern Star Academies Trust (a Company Limited by Guarantee with charitable status).
- Develop a vision for the school with the CEO and local governing body (LGB) that sets out a clear road map for continual school improvement through inspirational and motivational leadership, clear strategic direction, high standards and measurable targets.
- Implement and coordinate the vision, ethos and strategy for the school in all aspects of its provision.
- Act as an ambassador, inspiring and empowering others within the school and across the MAT, whilst maintaining a high standard of personal integrity and professional conduct.
- Leadership of all external relationships, including within the HHS community, and other stakeholders.
- Work with the Local Governing Body to ensure that strong governance and ethical behaviour is upheld.
- Work to the agreed delegations with the Trust board and contribute to the overall strategic and operational direction of NSAT.

Job Description

Head of Academy

Leadership, strategy, ethos and culture of the organisation

- Set a clear vision of, and lead, the ethos, development and success of the school and communicate this effectively to NSAT, stakeholders and potential staff recruits.
- Ensure the school's strategic plan is implemented to the greatest possible extent and instil an ethos and culture of high expectations in every aspect of academy life.
- Ensure the school acts in compliance with relevant legislation and guidance at all times.
- Provide dynamic, consistent and motivational leadership.
- Ensure that there are high levels of effective communication across the school so that all members of staff receive the relevant information to carry out their professional duties.
- Help create workable structures and systems for the school, and evaluate their effectiveness in delivering pupil progress in relation to teacher views, assessments and external accountability data.
- Ensure that the assessment and progress measures within the school are accurate and consistent, with a clear, collectively-agreed approach that staff fully own and understand.
- Develop open and transparent partnerships with other local schools and the local authority.
- Manage risk, including setting, and manage risk appetite, tolerance and mitigating strategies.



Job Description

Head of Academy

Accountability, Performance Management and Progression

- Oversee performance management practices to ensure all staff across the school are motivated and able to carry out their respective roles to the highest standard.
- Take responsibility for the overall development and training of the schools' staff, ensuring they are given opportunities for their own CPD alongside statutory and whole-school training.
- Ensure there is a healthy and positive culture among staff of all levels, where opinions can be shared and concerns voiced – make sure appropriate measures are in place to allow this.
- Line manage members of the Senior Leadership Team and any other relevant individuals.
- Regularly review the progress of the school, liaising with the LGBs, and take action as necessary to ensure that progress and improvement is delivered and maintained.
- Conduct rigorous quality assurance, identifying common themes and, where necessary, utilising expertise and resources from within the Trust and Teaching School to strengthen school improvement.
- Promote excellence in teaching and learning and ensure a continuous and consistent school-wide focus on pupils' achievement.
- Ensure there is a culture of support and advice across the school, where knowledge is shared for the benefit of pupils and staff.
- Help provide, alongside senior staff, career pathways and avenues of progression – particularly for junior members of staff.
- Identify emerging talent and create systems for emerging leaders to have leadership roles across the school.
- Look to enrol on a training or professional development programme that would increase knowledge and expertise, and benefit the MAT.
- Ensure robust operational systems are in place that support the academy's efficient functioning.
- Through the Finance and Premises function, oversee the academy finance, facilities, catering and resources across the academy.

Job Description

Head of Academy

Health & Safety

- Take overall responsibility for the health and safety responsibilities of the employer ensuring that appropriate advice and training is available in the schools and that statutory requirements are met.

Equalities

- Ensure there is absolute equality, equity and fairness across the school, where hard work is recognised and rewarded – regarding both staff and pupils.
- Ensure services are delivered in accordance with the aims of the single equalities scheme and that staff across the school develop their understanding of equality issues.

Other

- Undertake any other professional duties as directed by the CEO and the Chair of the Local Governing Body.
- Undertake any other responsibilities as directed by the Chief Executive Officer and the Chair of the Local Governing Body.

Person Specification

Head of Academy

Key Criteria	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Educated to at least degree level • Qualified to teach and work in the UK • Strong A Levels or equivalent • Full divers' licence and access to transport 	<ul style="list-style-type: none"> • Masters/postgraduate degree in a relevant subject e.g. education or leadership • Ofsted Inspector training/ experience
Experience	<ul style="list-style-type: none"> • Successful senior leadership experience, at Headteacher/Deputy Headteacher level within a Secondary setting resulting in significant improvement in provision • Experience of working and leading in a range of school settings • Understanding of the demands of, and be able to articulate how schools can successfully deliver exceptional education • A record of implementing change programmes to raise standards in teaching and learning and the quality of provision, resulting in improved outcomes for young people • Developing a strong team culture with senior leaders and fostering a positive 'can do' work ethos • Working with, and developing positive relationships with stakeholders, sponsors or businesses • Experience of using a wide range of data to inform decision-making 	<ul style="list-style-type: none"> • Senior leadership within a MAT • Experience of working in both the private and public sectors
Leadership	<ul style="list-style-type: none"> • Effective leadership style that encourages participation, innovation and confidence • An ability to motivate colleagues and develop the leadership skills of others • An ability to lead, coach and mentor staff within a robust performance management framework, including professional development and effective management of underperformance • Genuine passion and belief in the potential of every child • Takes personal responsibility for all their 	<ul style="list-style-type: none"> • An ability to identify external commercial opportunities and sponsorships to develop the school profile and finances • Sound levels of commercial and education sector awareness

	<p>actions</p> <ul style="list-style-type: none"> • The confidence to challenge opposing views by presenting robust arguments and reasons for the contrary view • Commitment to the safeguarding and welfare of all children and young people • Strong and effective interpersonal, written and verbal communication skills 	
Personal Qualities and behaviours	<ul style="list-style-type: none"> • Presence, energy and impact • Professional and exemplary character necessary to be the ambassador for the school • Committed to continuous school improvement • Committed to the well-being of both students and staff • Excellent analytical and problem solving skills • Excellent time management and organisational skills and the ability to delegate • A pragmatic, action-orientated and outcome-focused approach • Highly committed to contributing to the wider school and its community • Capable of handling a demanding workload and able to successfully prioritise workload and that of the Senior Leadership team • Willingness to work flexible hours 	
Other	<ul style="list-style-type: none"> • Enhanced DBS clearance essential prior to taking up the post • Committed to promoting diversity, equity and equality for all • Willing to commit to and support the academies programme and the NSAT vision, values and beliefs 	

How to Apply

As an educational organisation, we work under 'safer recruiting' principles. Please read the information below, then complete the separate application form in full and return it to the address given on the form. We welcome applications by either email or post.

Closing Date: 12 noon, Monday 22nd March 2019

Important advice on completing your application

Your application form plays an important part in your selection. Your completed form is the only basis for considering your initial suitability for the post. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

Some points to bear in mind before you start

- Look carefully at the job description and application form. Ask yourself why you are interested in the job.
- Don't copy the same application for a series of jobs.
- If there is anything on the form that you do not understand or you need help to complete the form, please contact us.
- Please use the application form provided, continuing on a separate sheet if necessary. Applications will not be considered unless the application form has been completed in full.
- Please explain any gaps in your career history and ensure all dates are correct.
- Please do not send standard details of your own e.g. in the form of a curriculum vitae.
- We welcome applications from individuals interested in flexible working e.g. job share, term-time only, part-time etc.
- Any offer of employment with Northern Star Academies Trust is subject to the satisfactory completion of pre-employment health screening.

Please note: We can only consider applications from E.U. citizens and those holding valid UK visas.

Equal Opportunity Monitoring

Northern Star Academies Trust is an equal opportunity employer committed to the elimination of unlawful discrimination throughout its employment practices. In order to ensure the assessment of applicants is based only on qualifications, experience, skills, abilities, knowledge and relevant personal factors, we have split the application form into two parts. Information that could lead to unlawful discrimination is included in Part 2 of the application form and will be removed during the shortlisting and interview stages of recruitment. Shortlisting will be based on Part 1 of the form only.

Disability

We welcome our responsibility to remove barriers from our selection process. We have tried to do this, but if you have a disability and identify any barriers in the selection process – job description, person specification, and interview – please tell us of this in your application. We are committed to making reasonable adjustments for you to do the job wherever possible and need to know your needs in order to do so.

Disabled applicants who can demonstrate they meet the essential criteria on the person specification will be offered an interview.

Rehabilitation of Offenders

All posts within the Trust require a Disclosure and Barring check. You will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks but will not be used to discriminate unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

The check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal. Any information given will be completely confidential and will be considered only in relation to this application.

Information in Support of your Application

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed. Applicants should demonstrate they meet all the essential criteria in their application form and at the interview.

Rather than simply repeat your career history, look at the skills and experience required by the job and provide evidence that you possess them, preferably by giving specific examples.

When completing these sections, it is important to include part-time work undertaken on a voluntary basis, particularly if you have not been employed on a full-time basis before. Do not forget the skills and experience you have gained outside full-time work. If you have been out of paid employment for a long time or have never been employed, your job history may be less important than some of the responsibilities and experience you have had more recently. For example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time or be active in a trade union. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

Canvassing

You must not try to influence a member, trustee or employee of Northern Star Academies Trust or its schools' governing bodies to act in your favour, as this will disqualify you. If you are related to a member, trustee or employee of Northern Star Academies Trust or its schools' governing bodies you must indicate this in the relevant section of the application form.



Child protection information/instructions for job applicants

Northern Star Academies Trust is committed to safeguarding and promoting the welfare of Children and Young People and ensuring that employees are suitable persons to work with them:

All applicants are requested to provide in their application, explanations for any gaps in study and/or employment history. Applicants should include in the Previous Employment section of their application form, details of any other unpaid work/experience, for example, voluntary work.

Applicants are advised that references should be from “suitable” referees, that is, the current or most recent employer and, where this did not involve work with children and young people, the most recent employer where the work was with children or young people. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the candidate. In line with DCFS Safer Recruitment and Selection Guidance, for appointment to this post, references will be taken up prior to interview.

All reference requests will specifically ask for information about the candidate’s suitability to work with children and young people and will request details of: any disciplinary procedures and the outcome of these; any allegations or concerns relating to Child Protection and/or the welfare of children and young people; details of any criminal convictions, cautions or bind overs.

At interview, candidates will be asked about any allegations or concerns raised against them and the outcome of these, including the details of both current and expired disciplinary sanctions. Interviewees are required to bring to interview original documents relating to identity and qualifications.

All appointments will be subject to a satisfactory, enhanced level DBS check, a minimum of two satisfactory references and medical clearance. This post is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 therefore all convictions, cautions and bind overs, including those regarded as “spent” must be declared. Any pending prosecutions, current court proceedings and police enquiries relating to you, also must be disclosed. If you have any of these, you must provide details in a sealed envelope, marked confidential, attached to your application form. Applicants are required to declare if they have been referred to or included on List 99 or PoCA List, barring or restricting work with young people or vulnerable adults. For new employees to Northern Star Academies Trust, the appointment will be subject to satisfactory completion of a three-month probationary period (applies to school support staff posts).

On induction, all staff will be provided with Child Protection training, appropriate to the role, including information regarding the relevant Safeguarding Children Board’s and School’s Child Protection and Safeguarding Policies and Practice Guidance and information on expected safe working practice, standards of conduct and behaviour and disciplinary, capability and whistle-blowing procedures.

Policy statement on the recruitment of ex-offenders

As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, Northern Star Academies Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Harrogate High School and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the Trust to ask questions about your entire criminal record we only ask about the "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in the Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and back- ground of your offences.

Evidence of eligibility to work in the UK

Guidance for applicants

Sections 15-25 of the Immigration, Asylum and Nationality Act 2006, which set out the law on the prevention of illegal migrant working, came into force on 29 February 2008.

It is a criminal offence for an employer to employ staff whose immigration status prevents them from working in this country. This means that, in order to comply with this Act, Northern Star Academies Trust (NSAT) must ensure that all prospective employees and casual staff who are due to commence work on or after 29 February 2008 have the right to work in the UK before they commence employment.

In order that NSAT may comply with the law, please bring along to your interview an original document showing that you are eligible to work in the UK. Remember the law states that we must photocopy an original document.

You are asked to provide an original document or combination of documents from EITHER List 1 (documents which establish an ongoing entitlement to work in the UK) OR List 2 (documents which indicate restrictions on entitlement to work in the UK), if you provide documents from List 2, NSAT will check your continuing eligibility to work at least every twelve months or until the time-limited restriction expires or you are able to produce a document from List 1.

For further information on Immigration, Asylum and Nationality Act 2006 please visit the official government website - www.ukba.homeoffice.gov.uk/workingintheuk

YOU MUST BRING WITH YOU TO YOUR INTERVIEW ORIGINAL DOCUMENTS AS DESCRIBED

EITHER 1 DOCUMENT FROM LIST 1

LIST 1

- A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.

OR

A COMBINATION OF 2 FROM LIST 2

LIST 2

First combination

- A. A document giving the person's permanent National Insurance Number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency.

Together with one of the following:

- A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

- B. a full birth certificate issued in the United Kingdom, which includes the names of the holder's parents;
OR
- C. a birth certificate issued in the Channel Islands, the Isle of Man or Ireland;
OR
- D. a certificate of registration or naturalisation stating that the holder is a British citizen; **OR**
- E. a letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay;
OR
- F. an Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay;
OR
- G. a letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, **and** this allows them to do the type of work you are offering;
OR
- H. an Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, **and** this allows them to do the type of work you are offering.

Second combination

- A. A work permit or other approval to take employment that has been issued by Work Permits UK.

Together with one of the following:

- I. a passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question;
OR
- J. a letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

Only documents from the above lists are acceptable

Northern Star Academies Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales (company number 07553531), whose registered office is at 77 Gargrave Road, Skipton, North Yorkshire, BD23 1QN (where a list of members may be inspected).