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**Buttershaw Business and Enterprise College**

**Head of School**

**Candidate Information Pack**

**Closing date: Monday 3rd July 2017 12noon**

**Interview dates: Wednesday 12th and Thursday 13th July 2017**

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Dear prospective applicant

**Post: Head of School**

On behalf of BDAT we would like to thank you for showing an interest in the above position at our college.

This role provides an opportunity for you to lead and shape development of Buttershaw Business and Enterprise College. By joining our team you will have the opportunity to move the college to securely good, influencing new developments in the curriculum whilst developing staff expertise. You will have the support and guidance in your journey of an Executive Headteacher and the benefits of close partnership working with the three other secondary academies within our Multi-Academy Trust. By becoming part of the team you will join us on our exciting and challenging journey of school improvement.

Visits to the college are warmly welcomed and encouraged.  Please ring the BDAT trust office on 01274 909035 and ask for Trudy Walker, Education Support Officer, to make an appointment to see our college at work.

The application pack contains an application form, job description and personnel specification.

The closing date for applications is Monday 3rd July 2017 at 12pm.

Interviews will be held on Wednesday 12th and Thursday 13th July 2017.

Candidates selected for interview will be expected to observe a lesson at Buttershaw Business and Enterprise College and provide feedback.

On line applications will be accepted and should be emailed to Trudy Walker:

[recruitment@bdat-academies.org](mailto:recruitment@bdat-academies.org).

Yours sincerely

**Carol Dewhurst Jane Tiller Stuart Gregg**

**CEO Executive Headteacher Chair of Governors**

**In and around Bradford**



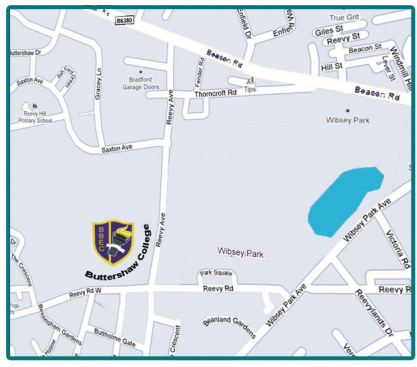
Bradford has a rich and fascinating history from Roman remains to Victorian grandeur. With a long industrial heritage, Bradford is proud to have once been the wool capital of the world, which led to pioneers such as Sir Titus Salt to build businesses in the area. You don't have to go far to find out more; simply walk the streets and look up at the architecture or learn more about Bradford's history at [Bradford Cathedral](http://www.visitbradford.com/thedms.aspx?dms=3&venue=1570382&feature=1) and [Bradford Industrial Museum](http://www.visitbradford.com/thedms.aspx?dms=3&venue=2180365&feature=1) or visit the magnificent [Bolling Hall,](http://www.visitbradford.com/thedms.aspx?dms=3&venue=2180343&feature=1) a 17th century mansion house.

[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=&url=http://viajesdeeuropa.com/viaje-a-saltaire-en-reino-unido/&bvm=bv.133700528,d.ZGg&psig=AFQjCNG0n3ioqnwLki5TVAPCMScmVvgpPQ&ust=1475056168455577)Nearby Saltaire, a model Victorian village and a UNESCO World Heritage site is a joy to visit with guided walks available in which you can learn more about the village's past. Mill owner Sir Titus Salt built the village for his workers and today Saltaire attracts millions of visitors to its magnificent architecture. Bradford was awarded the title of the world's first [UNESCO City of Film](http://bradford-city-of-film.com/) due to the city’s rich film heritage and its inspirational movie locations. Bradford has been a film location since the beginning of cinema, with its indigenous film industry being traced back to the years around the First World War. To this day, the Bradford district is still chosen and featured in top films and TV series. Bradford was also the birthplace of the famous artist David Hockney, and you can be enthralled by his works at [Salts Mill](http://www.visitbradford.com/thedms.aspx?dms=3&venue=1580799&feature=1) and [Cartwright Hall.](http://www.visitbradford.com/thedms.aspx?dms=3&venue=1580205&feature=1)

Bradford is home to over 200 Asian restaurants and is proud to be Britain's [Curry Capital](http://www.visitbradford.com/explore/Curry_Capital.aspx) of Britain for the last five years. There are a number of award winning restaurants which serve authentic Asian cuisine, so you will definitely find something that will tickle your taste buds. We also have an amazing selection of other cuisines: the Michelin starred [Box Tree](http://www.visitbradford.com/thedms.aspx?dms=3&venue=2181432&feature=1) is one of Yorkshire's top restaurants, serving sophisticated British cuisine, served in even more sophisticated surroundings.  If you are on a smaller budget, Shipley and Saltaire have a great selection of restaurants: from [Yo Yo's](http://www.visitbradford.com/thedms.aspx?dms=3&venue=2181982&feature=1) serving Chinese, Japanese and Thai to the [Tapas Tree](http://www.visitbradford.com/thedms.aspx?dms=3&venue=1700358&feature=1) and [The Terrace](http://www.visitbradford.com/thedms.aspx?dms=3&venue=3603754&feature=1), a French style cafe bar and bistro.

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The Alhambra Theatre is regarded as the North's premier touring venue and regular visits are made from prestigious companies such as the Royal Shakespeare Company, Northern Ballet, Disney Theatrical, the National Theatre, Matthew Bourne's New Adventures and David Ian Productions.

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**Buttershaw Business and Enterprise College**

Reevy Rd West, Bradford, BD6 3PX

Tel. 01274 676285

[www.buttershaw.net](http://www.buttershaw.net)

**How to find us**



**Buttershaw Business and Enterprise College**

**Head of School  
Full Time, Permanent  
Required for January 2018 or sooner**  
**Salary L30 – L36 (£79,514 - £92,099)**

BDAT is looking to appoint an inspirational Head of School for this challenging and exciting leadership role. BDAT are seeking a strong leader and team player who will build on existing strengths to ensure the college achieves its ambitions for excellence and success at every level. Buttershaw Business and Enterprise College is a student-centred place of learning, fully committed to providing all students in its care with the highest quality of education.

The role of Head of School is central to the school team, working with the Executive Headteacher to accomplish the very best outcomes for our students. You will also benefit from the close partnership working with the three other secondary academies within our Multi-Academy Trust.

**We need from you**

* a strong commitment to achieving success through partnership and team work
* excellent interpersonal and communication skills
* drive, ambition and high expectations
* strong, innovative and creative leadership and management
* a commitment to learning and continuous improvement
* the desire and passion to initiate, lead and manage quick and effective strategies to support the

development of the school and have impact on student outcomes

* a passion for developing innovative approaches to the curriculum
* to place safeguarding at the heart of the school

**We can offer you**

* a talented and dedicated staff team committed to our college and our students
* high levels of governor and parental support
* a welcoming, friendly and vibrant school
* a strongly inclusive and progressive approach to teaching and development
* a school that is part of a forward thinking academy trust

The successful post holder will report to the Executive Headteacher who will provide guidance and support.

Interested candidates can request an application pack by contacting Trudy Walker, Education Support Officer

via email: [recruitment@bdat-academies.org](mailto:recruitment@bdat-academies.org).

Visits to the school are welcome but by appointment only, please telephone 01274 909035 to arrange a mutually convenient appointment.

**Closing date: 12.00pm on Monday 3rd July 2017**

**Shortlisting: Monday 10th July 2017**

**Interviews to be held on Wednesday 12th and Thursday 13th July 2017**

Buttershaw Business and Enterprise College is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check.

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**Head of School**

**About BDAT**

Buttershaw Business and Enterprise College is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

**About BDAT**

## **General Information and Background**

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds.

BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust’s website at [www.bdat-academies.org](http://www.bdat-academies.org).

## **Our mission statement**

“The Trust’s mission is to provide an education of the highest quality within the context of Christian belief and practice.” We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

**Our growth**

As of June 2017, the Trust has academy orders to support ten Church and non-Church academies across Bradford. This includes four secondary academies (Immanuel College, Buttershaw Business and Enterprise College, Belle Vue Girls and Bradford Forster Academy) and six primary academies (St Oswalds, Christ Church, St Philips, St James’, Oxenhope and Westminster). We envisage we will continue to grow at a sustainable pace over the next few years in line with the Government agenda that all schools will become academies by 2022.

## **Our Christian ethos**

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the college, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor non-Church of England Academies, as well as those within the faith.

**Head of School**

**Job Description**

**Purpose of role**

The Head of School will lead the college within the Trust, inspiring staff to achieve the

highest possible standards in teaching and develop well-rounded and ambitious students.

**Description of role**

The Head of School will report to the Executive Headteacher.

They will:

* support the Executive Headteacher to set and review the college’s priorities and objectives, leading activity to ensure these are delivered
* demonstrate exemplary leadership
* develop, motivate and deploy teaching and non-teaching staff to secure the best possible use of available talent
* determine and drive appropriate standards and targets to deliver improvement
* create an accountable, safe and positive learning environment in which diversity and

co-operation are celebrated.

**Responsibilities**

The post holder will carry out the duties of the Head of School in consultation, where appropriate, with the Executive Headteacher, governing body, college staff and its parents and carers. Specific duties and responsibilities are set out below:

**i. Curriculum, teaching and learning**

* Work with the staff to develop, organise and implement an appropriate curriculum for the college taking into account the needs, experience, interests, aptitudes and stage of development of the students and the resources available to the college.
* Monitor and evaluate the standards of teaching and learning in the college and ensure that proper standards of professional performance are established and maintained.
* Develop a culture of coaching and peer support to enable teachers and staff to develop professionally and enable our students and community to succeed.
* Ensure that the progress of the students at the school is monitored, evaluated and effectively recorded. Analyse and use available school based and comparative data to assist in raising standards.

**ii. Students**

* Develop and maintain a sound practice for the pastoral care of students.
* Maintain, review and develop policies and procedures for promoting student self-discipline and good behaviour in the context of a proper regard for authority.
* Ensure the maintenance of good order and discipline during the college day, when students are present on the premises or engaged in authorised college activities on and off the premises.
* Ensure that students have high aspirations which results in high achievement.

**iii. Staff**

* Participate in the selection and appointment of the teaching and non-teaching staff of the college.
* Deploy and manage all the teaching and non-teaching staff of the college and allocate particular duties to them in a manner consistent with their conditions of service and the need to ensure a proper work/life balance.
* Delegate, as appropriate and agreed, specified duties of the Head of School to the Deputy Headteachers or other members of staff.
* Ensure that cover is provided for absent teachers, taking account of conditions of service and the availability of supply teachers.
* Ensure that the teachers at the college receive the information they need to carry out their professional duties effectively.
* Supervise and participate in arrangements for the appraisal of the performance of teachers.
* Ensure that newly qualified teachers and those returning to work after a break in service have access to adequate support and training in their first year of service or resumed service.
* Exercise responsibility for the supervision and training of teachers during their induction periods.
* Manage the threshold assessment process fairly and undertake the assessment of any eligible teacher who requests it in consultation with the Executive Headteacher if appropriate.
* Work to identify opportunities for continuing professional development including in house courses, external courses and job related training.
* Ensure that all staff in the college have access to advice and development opportunities appropriate to their needs and report to the governing body on the professional development of all staff.
* Provide regular updates to the governing body, on staffing and management matter.
* Provide information about the work and performance of the staff employed at the college where this is relevant to their prospective employers.
* Maintain a professional working relationship with organisations representing the teachers and other persons on the staff of the college.

**iv. Resources**

* Work with the Executive Headteacher to allocate, control and account for the financial and material resources of the college, which are under the control of the Head of School and be accountable to the governing body for their proper use.
* Be responsible for the organisation and management of staff within the college in accordance with statutory guidance on teachers’ pay and conditions.
* Ensure the effective security, supervision and maintenance of college buildings, their contents and the college grounds.

**v. Relationships**

* Make and maintain arrangements for parents to be given regular information about the curriculum, the progress of their students and other matters affecting the college, so as to promote common understanding of its aims.
* Work with students, parents, governors, the local community and other stakeholders to ensure that they contribute to the evaluation of the college.
* Provide information and to work with the governors of the college to ensure that they carry out their role effectively.
* Provide for liaison and co-operation with officers of the local authority and report to the local authority on the discharge of the Head of School’s functions as required.
* Maintain liaison with other schools and further education establishments with which the college has a relationship.
* Recognise and support the work of the parents’ and carers’ group in supporting college initiatives.
* Identify and offer opportunities for approved volunteers to support the work of the college in terms of curriculum and extracurricular activities.

**vi. Additional responsibilities**

* Arrange for a Deputy Headteacher or other suitable person to assume responsibility for the discharge of Head of School responsibilities at any time when they are unavailable.
* Participate, as appropriate and where necessary, in the teaching of students at the college.
* Have due regard for local authority and college policies on equal opportunities, health and safety and any other relevant area.
* Have regard for the work-life balance of college staff.

This job description may be subject to refinement at the point of contract issue.

**Head of School**

**Personnel Specification**

**PLEASE NOTE: When completing your application please demonstrate evidence of impact for each of the attributes below**

Key: A = assessed at application I = assessed through the interview process

|  |  |
| --- | --- |
|  | **ATTRIBUTES REQUIRED** |
| **QUALIFICATIONS AND EXPERIENCE** | **Essential**  QE1. A qualified teacher (A)  QE2. Have successful experience of teaching in secondary setting (A)  QE3. Have a degree or equivalent qualification (A)  QE4. Have at least three years’ experience of SLT leadership in the secondary sector (A)  QE5. Have evidence of continuous professional development appropriate to role (A, I)  QE6. Successful completion of the National Professional Qualification for Headship or willingness to undertake this (NPQH) (A, I)  **Desirable**  QE7. Ongoing training and accreditation at leadership level ( NPQML or NPQSL) (A)  QE8. Training and qualification for designated child protection |
| **SHAPING THE FUTURE** Critical to the role of Head of School is working with the Governing Body and others to further develop a shared, strategic vision and plan, which inspires and motivates learners, staff and all other members of the college and local community, and leads to the raising of achievement. | **Essential:**  SF1. Able to build a coherent vision of excellence for the college and has the ability to realise this goal. (A, I)  SF2. Proven experience of raising attainment and progress. (A, I)  SF3. An inspirational leader, able to motivate and empower staff and lead by example with integrity, creativity, clarity and resilience, demonstrating a strong moral purpose. (I)  SF4. Able to make difficult decisions and follow them through. (I)  SF5. A determination to raise standards across the college and the ability to do so effectively. (A, I)  SF6. Have good oral and written communication skills and good listening skills. (A, I)  SF7. Has experience of strategy formation and implementation, in an appropriate setting. (A, I) |
| **DEVELOPING AND WORKING WITH OTHERS**  To work with and through others, including our learners, staff, governors, parents and other members of the community to build a professional learning environment, which enables others to achieve. | **Essential:**  DW1. Committed to learning, listening and reflecting. (A,I)  DW2. Treats people fairly, equitably and with dignity to create and maintain a positive college ethos. (I)  DW3. Committed to the promotion of team and individual working as appropriate to fulfil college objectives. (A, I)  DW4. Committed to establishing excellent working relationships with others. (A, I)  DW5. Experience of developing individuals and teams in order to achieve personal and shared goals in the drive for college improvement. (A,I)  DW6. Able to balance work and personal life and is considerate of the well-being of others. (A,I)  DW7. Responds to the views of staff, learners, parents and the community (A, I)  DW8. Committed to Continuing Professional Development both personally and for colleagues (A,I) |
| **MANAGING AND LEADING THE ORGANISATION**  To provide effective organisation and management for our college, and to lead and seek ways of improving organisational structures and functions. Ensure that the college and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment, managing available resources and ensuring value for money through effective performance management. | **Essential:**  MLO1. Able to plan strategically and operationally, allocate resources effectively and evaluate the work of teams and individuals. (A, I)  MLO2. Understands college self-evaluation and its link with college improvement and the Ofsted inspection processes. (A, I)  MLO3. Successful management of school self-evaluation and school improvement planning  MLO4. Able to manage and develop a culture of high expectations and appropriate challenge and lead by example. (A, I)  MLO5. Manage financial and human resources effectively and efficiently to achieve educational goals and initiatives. (A, I)  MLO6. Able to promote good behaviour and a positive college ethos and high attendance. (A, I)  MLO7. Able to identify successes and failures and positively embrace change to secure continuous college improvement. (A, I)  MLO8. Prepared to challenge staff and establish ways of working in order to move the college forward. (I)  MLO9. Will be expected to work evenings. (I)  MLO10. Knowledge and understanding of data analysis, ability to use data to set targets for improvement and evaluate an action plan in relation to those targets. (A,I)  **Desirable:**  MLO11. Experience of securing external funding for projects. (I)  MLO12. Proven track record, as a senior manager, of raising the quality of teaching and learning. (I) |
| **SECURING ACCOUNTABILITY**  Work with the Executive Headteacher to ensure the college’s accountability to a wide range of groups, particularly parents, carers, governors and the LA; ensuring that learners enjoy and benefit from a high quality education, for promoting collective responsibility within the whole college community | **Essential:**  SA1.Is prepared to work with the Executive Headteacher and Governing Body to enable it to meet its responsibilities. (I)  SA2. Accepts accountability for the college’s performance. (I)  SA3. Understands the need to take direction from the Executive Headteacher, Governing Body and the Trust. (I)  SA4. Understands the need to maintain a safe and healthy environment for all users of the college. (I)  SA5. Understands a Secondary Principal’s responsibilities for safeguarding and equality (I)  SA6. Has high expectations of all teaching and support staff and is prepared to deal with any underperformance in a firm and fair way. (A, I)  SA7. Has experience of supporting or coaching underperforming staff. (A, I)  **Desirable :**  SA8. Proven track record of securing accountability evidenced through Ofsted judgements  SA9. Successful experience of working with a Governing Body. (A,I) |
| **STRENGTHENING COMMUNITY THROUGH COLLABORATION**  To engage with the internal and external college community, thus modelling the principles of equity and entitlement to full access. To encourage and engage in collaboration with other schools and partners, particularly within the trust , in order to bring positive benefits to the college, and young people of the Bradford District, and share its expertise more widely. | **Essential:**  SCC1. Has a commitment to outstanding Community Cohesion and inclusive practices ensuring equal rights for all. (A,I)  SCC2. Recognises the vital partnership with parents/carers and in particular, their role in contributing to the young person’s education. (A, I)  SCC3. Committed to networking and collaboration with partners, including other schools in the trust and in a wider network the LA, businesses, community organisations and partners. (I)  SCC4. Has experience of working in partnership with partners, such as other Academies, the LA, businesses, community organisations. (A,I) |
| **SECURING, MAINTAINING AND PROMOTING A SMSC THROUGH DELIVERY**  To secure an ethos which is explicit throughout the school vision and delivery in promoting BDAT values. | **Essential:**  SMP1. Has a commitment to promoting mission, vision and values of the college. (A, I)  SMP2. Knowledge of recent initiatives for developing SMSC (A,I) |
| **APPLICATION FORM AND SUPPORTING LETTER** | **Essential:**  A1. Application form should be fully completed, accurate and legible (A)  A2. The supporting letter should be no longer than two sides of A4 (minimum font size 11) (A) |
| **PERSONAL ATTRIBUTES** | **Essential:**  PA1. Energy, tenacity and the ability to work under pressure in challenging circumstances.  PA2. Enthusiasm.  PA3. Adaptability to changing circumstances & ideas.  PA4. A sense of humour and willingness to resolve difficulties by working with people face to face not solely through electronic communication.  PA5. Reliability and integrity. |

**Head of School**

**Selection Process Guidance**

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our students and will assess the candidates’ suitability for working with students as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

**Visits to the college**

Visits to the college are warmly welcomed by prior arrangement; you will not be disadvantaged if you are unable to visit. Please contact Trudy Walker on 01274 909035 to arrange a mutually convenient appointment. The visit will give you an opportunity to ask questions about the role and the college to assess if this is somewhere you would like to work.

**Applications**

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email or via paper copy.

**Shortlisting**

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within three days of the shortlisting date, you have not been successful at this stage.

**References**

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.

**Interview Process**

The interview process will consist of several tasks and activities including a formal interview over two days. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity.

**Final Selection**

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our college. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

**Offer of Employment**

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

* References satisfactory to us
* A satisfactory DBS check
* Provision of proof of identity and qualifications

**Time line**

**Closing date:** Monday 3rd July 2017, 12 noon

**Shortlisting:** Monday 10th July 2017

**Interviews:** Wednesday 12th July at Buttershaw Business and Enterprise College

Thursday 13th July 2017 at the BDAT Trust Office