



Northern Star
Academies Trust

Application Pack
Head of Academy

Northern Star Academies Trust

Welcome message from the Chair of the Academy Trust: **Martin Kelly**

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

Skipton Girls' High School (SGHS) 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 small Multi-Academy Trust of two secondary schools and two primary schools. We have a strong ambition to build three geographical Hubs over the next three years in Skipton, Harrogate and Keighley, in order to grow a robust and sustainable school improvement network that delivers **powerful education for every child we educate**.

In July 2014, prior to the creation of Northern Star Academies Trust, SGHS received sponsor approval to support the development of a MAT. Now that the MAT is formed with a small but value-for-money central executive team, the foundation structure is in



place and the trust is well placed for more growth. All schools within the trust are judged by Ofsted as 'Good or Outstanding.

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

SGHS has significant experience of school-to-school support and is co-founder of **Northern Lights Teaching School Alliance (NLTSA)** and **Northern Lights SCITT**. All NSAT schools are strategic partners of Northern Lights TSA along with a wide range of local and regional schools, universities and organisations.

Strong leadership is vital to the success of the trust. Northern Star Academies Trust would like to appoint an **ambitious, energetic and highly collaborative Head of Academy** who will maintain the schools' ethos in line with the vision and values of the Trust Board.

Inquire: To have a confidential conversation about the role please contact **Jenn Plews: CEO/Executive Headteacher**.

Visit: Contact **Mrs S Evans** to organise a mutually convenient date/time to visit and meet Jenn Plews.

Apply: Please send your application to **Mrs S Evans: PA to the CEO** to evanss@sghs.org.uk

We look forward to hearing from you.

VISION: Embedding world class aspirations

Lead an Innovative, Dynamic, Academic environment which is free from gender stereotypes.

- Unleash aspiration. Empower Student Voice and Student Leadership to contribute to and have ownership of school improvement.
- Promote a belief that 'talent isn't fixed'- Learn, unlearn, relearn. Insist on a growth mind-set outlook inside and outside classrooms.
- Build and support 'brave' learners and prepare them with skills for life beyond school as a 'Citizen of the World' and a 'Digital Learner'.
- Push the boundaries to promote STEM education.

Collaborate and Partner within and beyond the school

- Positively impact on students beyond our school. Continue to build and embed the capacity, capability and commitment to work beyond SGHS to support and promote System-Leadership and a fully inclusive school-led system.
- Be at the cutting edge as a 'school improvement' pathfinder and embrace national collaborative research based projects.

Prioritise Inclusion, diversity, equality and equity and place these at the heart of our learning community.

- Maximise every opportunity to promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths, beliefs, cultures and lifestyles through the effective spiritual, moral, social and cultural development of students.
- Engage students in activities which enrich their academic studies in order to develop their self-knowledge, self-esteem and self-confidence.

Deliver Strong Communication to all stakeholders

- Further develop and embed structures within school so that the impact of teaching on learning and progress is maximised.
- Embrace every opportunity to effectively communicate with external stakeholders to improve our local, national and international reputation and connectivity.



Key Priorities for Skipton Girls' High School

We believe that to achieve a world class education system across the UK, it is our moral imperative as an outstanding school to work hard to embed world class aspirations in all that we do. Our goal is to transform the lives of our students, staff and community and to inspire each other to keep on developing and improving.

In 2017, we achieved a Progress 8 score of 0.86 and a L3VA score of 0.30 – both these results demonstrate our relentless drive to maximise the progress for all our students.

In order to keep on improving and developing our provision we are focusing on the following priorities in 2017-2018:

- Widen diversity through participation, celebration and student entrepreneurialism.
- Meet the needs of 'fragile learners' through precise identification, intervention, monitoring tracking and evaluation.
- Strengthen students' ability to be 'brave' and have healthy aspirations, grit and resilience when facing challenges.
- Strengthen our understanding and the breadth of provision for LGBTQ and socially isolated students.
- Further expand our PSHE curriculum and SMSC for every student.



Outstanding Safeguarding underpins all SGHS priorities and is central to all our decisions.

We pledge to:

- Deliver relentless outstanding learning for all underpinned by principled curriculum design.
- Secure Outstanding Post 16-19 Provision.
- Enhance a culture of reflection underpinned by bespoke and tailored staff professional learning.
- Deliver effective systems.
- Collaborate and partner within and beyond the school.





Northern Star
Academies Trust

Application pack for the position
of Head of Academy
Skipton Girls' High School

Contents

Job description	Page 7
Person specification	Page 12
How to apply	Page 14
Important advice on completing your application	Page 15
Child protection information	Page 17
Policy statement on the recruitment of ex-offenders	Page 19
Evidence of eligibility to work in the UK	Page 21
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 outstanding strategic leader who is able to develop and articulate the vision, values and ethos for Skipton Girls' 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 students; 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 time with students, staff and the wider 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 SGHS 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 understand.
- Develop open and transparent partnerships with other local schools, MAT's and the local authority.
- Lead and manage risk management.

Job Description

Head of Academy

Accountability, Performance Management and Progression

- Oversee performance management practices to ensure all staff across the school are motivated and enabled 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 students' achievement.
- Ensure there is a culture of support and advice across the school, where knowledge is shared for the benefit of students and staff.
- Help provide, alongside senior staff, career pathways and avenues of progression.
- 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 students.
- 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.
- Undertake any other responsibilities as directed by the Chief Executive Officer and the Chair of the Local Governing Body.



Northern Star
Academies Trust

Person Specification Head of Academy

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 drivers' licence and access to transport. 	<ul style="list-style-type: none"> • Masters/postgraduate degree in a relevant subject e.g. education or management.
Experience	<ul style="list-style-type: none"> • Experience and track record of school leadership at a senior level. • Experience of working in a range of school settings. • Understand the demands of, and articulate how schools can successfully deliver exceptional education. • Managing significant change/transformation. • Developing a strong team culture with senior leaders and fostering a positive work ethos. • Working with and developing relationships with stakeholders, sponsors or businesses. • Experience of using assessment data to inform decision-making. 	<ul style="list-style-type: none"> • Experience of working in both the private and public sectors.
Leadership	<ul style="list-style-type: none"> • Effective management 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 strong performance management framework, including professional development and effective management of underperformance. • Genuine passion and belief in the potential of every child. • Take personal responsibility for all their actions. • 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 interpersonal, written and verbal communication skills. 	<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>Personal qualities and behaviours</p>	<ul style="list-style-type: none"> • Professional and exemplary character necessary to be the ambassador for the school. • Excellent analytical and problem solving skills. • A good attendance and punctuality record. • Excellent time management and organisational skills and the ability to delegate. • High expectations of self and professional standards. • The ability to maintain successful working relationships with all colleagues. • A pragmatic, action-orientated and outcome-focused approach. • High levels of drive, energy and integrity. • Able to plan and take control of situations. • Able to work flexibly, leading and contributing towards meetings and training outside of their specified work hours. • Committed to contributing to the wider school and its community. • Capable of handling a demanding workload and able to successfully prioritise work. • Passionate about improving the quality of education and the educational outcomes for all students. • Willingness to work flexible hours. 	
---	--	--

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, Tuesday 6th February 2018

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, 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).

Child protection information/instructions for job applicants

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.

Policy statement on the recruitment of ex-offenders

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

OR

A COMBINATION OF 2 FROM LIST 2

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.

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).