



LIFE Education Trust



Benhurst Primary School
Assistant Headteacher
Application Pack

Dear Applicant,

Thank you for considering joining one of the schools within the LIFE Education Trust. LIFE was established in 2016 with two schools and now comprises seven schools in Havering and Essex which serve a student community of over 2200 pupils. The trust has a small core team in addition to all the school-based staff, totalling over 310 employees. The organisation as a whole works collaboratively to ensure that everything we do can positively impact the lives of our pupils and staff.

I became the CEO of LIFE and Executive Head Teacher of FBA in July 2016, having previously been Head Teacher for 5 years and before that, Deputy Head Teacher at Chelmsford County High for Girls. I chose to lead LIFE because I genuinely believe in its core mission *“to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion”*. To accomplish our mission, we use our 3 core beliefs: **‘Courageous Optimism’, ‘Boundless Creativity’** and **‘Heartfelt Compassion’**. As a Trust we believe in helping staff and pupils achieve their personal best and are keen to recruit the very best talent for our Trust.

We are looking for individuals who share our passion for providing excellent learning environments, making our schools the best they can be and having a positive impact in the community. You will be joining an organisation that can offer you many opportunities to progress and make a real difference!

Yours sincerely,

Julian Dutnall

Julian Dutnall
CEO - LIFE Education Trust



Dear Applicant,

Thank you for your interest in Benhurst Primary School, a thriving, inclusive and highly successful primary school at the heart of a supportive community in Elm Park.

As the first primary school to join LIFE Education Trust, we are committed to the LIFE mission to 'build great learning communities, where pupils flourish', working collaboratively with schools in Havering and Essex.

I became Headteacher at Benhurst in September 2021 having previously worked in Hackney for 9 years and since joining the Trust, just over 2 years ago, I have progressed to be both Headteacher at Benhurst and Executive Headteacher across another of the Trust Primary Schools. There are excellent opportunities if you are an ambitious leader, with plenty of training and support offered to reach your career goals.

At Benhurst, we are committed to setting our pupils up to succeed in their future education as well as in life and we do this through our Core Values, which are at the heart of everything we do. We pride ourselves on ensuring that our pupils achieve well in all aspects of school life by offering a broad and balanced curriculum, which is forward thinking.

A calm and enriched environment is key to successful learning and we pride ourselves on providing this with our many extra-curricular activities and facilities, including our on-site Forest School and extensive trips and visits programme. Our school is a rewarding and dynamic place to work and it is an exciting time to be part of the school and the Trust.



You can really make a difference to our students' futures.
We look forward to receiving your application.

Yours sincerely,

Alice Larkman

Alice Larkman
Headteacher



Our History:



Benhurst Primary School was opened in April 1939 to serve the local community in the Elm Park area of the London Borough of Havering.

The school's name originated from 'Ben', a room of a cottage, and 'Hurst', a wooded hillside or glade. This area was once an orchard and hunting reserve and all roads around the school have names connected with forestry (Warren, Northwood, Woodcote etc). Its foundation was necessary with the development of the Elm Park estate by Richard Costain in the 1930's.

In 2014, the school increased its capacity from 315 to 420 children to provide 60 places in every year group. These additional places were quickly filled and we are now full with waiting lists in most year groups.

In 2016, we were delighted to convert to an academy and join The LIFE Education Trust. This is a local Trust which prides itself on a strong ethos underpinned by excellence and opportunity in all we do.



Our School Now:

At Benhurst we pride ourselves in being an inclusive, fun and safe school in which children are nurtured and encouraged to aim high. Our children are at the centre of our school and of all decision making. We are very proud of our motto that ***“only my best is good enough for me”*** and strive every day to provide the opportunities and experiences that lead to happy, successful and empowered learners.



“Only my best is good enough for me”



2023 SATS Results



83% pass rate for writing, 87% for maths & 77% for reading. Combined pass rate of 75% overall, with 31% of those achieving greater depth in reading, 21% in writing and 30% in maths, exceeding the expected standard of work for their age and **above the national average**.



“The leadership team has maintained the good quality of education in the school since the last inspection. You have motivated your team and continued to drive improvement in each aspect of the school’s work. And as a result of your highly principled approach, you have the trust and support of parents, carers and staff.” **Ofsted**



The LIFE Education Trust is a multi-academy trust established in 2016 and currently consists of 6 Academies and one independent school across Havering and Essex:



Our mission as the LIFE Education Trust is to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion. Our schools, students, pupils and staff share and demonstrate these beliefs:



Courageous optimism

It takes courage to hope for a better future. We champion a 'can do' attitude and encourage our pupils and staff to tackle challenges with resilience and perseverance as they reach for ambitious targets.

Boundless Creativity

Through captivating discoveries in the classroom and eye-opening adventures in the outside world, we give pupils freedom and promote varied learning experiences which stimulate innovation and develop adaptability.



Heartfelt compassion

We show love and respect to each member of our community as we nurture a powerful collective spirit. In humility we embrace difference and individuality, show forgiveness when necessary, and are united by compassion.

For more information on why to choose LIFE, head to the website [here](#)

At Benhurst, we have defined the Core Values which underpin our thoughts and actions.

Ambition – We are determined and have the motivation to move forward in our learning and dreams for the future. We set goals and have high expectations as we are driven to achieve. We believe that nothing is impossible when you set your mind to it.

Respect – We are kind, polite and demonstrate good manners. We treat others how we expect to be treated as we believe that everyone is equal. We are tolerant and value the views of others and accept that they can be different from our own.

Resilience – We strive to overcome the worry of making mistakes and understand that we become better learners because of these experiences. We persevere when faced with new and unexpected challenges as we are equipped with bounce-back ability whereby we can take risks and push our limits.

Compassion – We help those who are in need in our community by putting their needs before our own. We take time to put ourselves in their shoes, to understand how they feel and to find out what we can do to help them. We are forgiving of others and show kindness in all we do.

Courage – We believe that we should never let anything stop us from achieving our goals. We are brave in our actions, believe in ourselves and are not scared to fail when faced with challenges. We strive to push ourselves outside of our comfort zone as we know the rewards are worth it.

Creativity – We believe that boundless creativity is what makes us stand out and express who we are. Being imaginative, thinking for ourselves and not being restricted by boundaries enables us to be inspirational, unique individuals who become lifelong learners.

Our values are clear, simple to understand and will support our children in their development both inside and outside the classroom. Benhurst prides itself not only in providing an excellent education for its pupils but in developing young people into well-rounded individuals who make positive contributions to the society in which they live.



Our school is located near the market town of Romford in between Elm Park and Hornchurch, in the London Borough of Havering. The area is served by excellent transport links in to London and Essex, with the TFL District line on the London Underground. Nearby Romford offers overground TFL train services to London Liverpool Street, Chelmsford and Southend.

For driving, we are located close to the M25, the Dartford Crossing and the A12 taking you in to London, Essex and Suffolk. The A127 gives an easy route from Southend. For international links, Stansted Airport is a 45 minute drive.



Romford Market



Beautiful open spaces in Rapheals Park close by.

What We Offer Staff

Continual Professional Development

We are committed to the development of our employees through a range of continual professional development. We are actively engaged with the NPQ programme with all experienced teachers having completed one of the updated NPQ courses. We help support colleagues who wish to continue their academic study with higher degrees and doctorates. We offer tailored CPD with a strong commitment on developing individual career paths and an approach that supports and stimulates professional growth.

Excellent Results

Our school has an excellent track record of results. In 2023, 75% of our pupils achieved combined age related expectation in reading, writing and math, 16% above national. Our Greater depth standard was achieved by

Our School & Our People

Benhurst is a stimulating and welcoming learning environment in a fantastic school community, set in beautiful grounds. We have a supportive and forward-thinking leadership team in an inclusive academy and MAT. Our staff are well qualified, dedicated and innovative and we boast high retention rates and a large number of colleagues with over 20 years' service.



Benhurst is part of the LIFE Education Trust, a family of schools who work together and have the same mission, to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion.

We are looking for brilliant people to join the LIFE family who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Scale: L6 – L9 (starting point L6)
Contract Type: Permanent
Reports to: Headteacher

Key responsibilities as SLT

- Support and promote the school's ethos, aims and core values in order to promote the welfare, progress and continued development of the school and its children
- Monitor the quality of teaching and learning across the school, including the analysis of performance data
- Contribute to the strategic direction and development of the school, including updating the school's self-evaluation form and the development, implementation and monitoring of school improvement plan, based in school self-evaluation
- Work with the Headteacher, Deputy Headteacher, Trust Safeguarding lead and outside agencies when required to ensure the safeguarding and wellbeing of all children
- Ensure high standards of teaching and learning, behaviour, attendance and punctuality from pupils, in accordance with agreed school policy and practice
- Support the induction of ECT teachers, supply teachers and lease INSET as necessary
- Establish priorities for expenditure and monitor the effectiveness of spending and usage of resources
- Work with and support to all stakeholders including parents/carers, friends of Benhurst and LGC as appropriate
- Take on specific tasks related to the day to day administration and organization of the school as requested by the Headteacher and Deputy Headteacher
- Conduct SLT duties and cover the responsibilities of the Deputy Headteacher as appropriate
- Take an additional responsibility which may arise from time to time
- Deal with late arrivals/collections of children

Key responsibilities as a Classroom teacher

- Carry out duties of a classroom teacher as set out in the current School Teachers Pay and Conditions Document
- Carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers
- Teach at any key stage as required



Key responsibilities for the Assistant Headteacher - Pastoral Lead

- To be responsible for behaviour, pastoral and wellbeing
- To lead on attendance, admission, transition
- To lead on student welfare and be a DSL
- To lead on parent partnership
- To support whole school safeguarding
- To act as lead for Looked After Children
- To liaise with external providers and stakeholders as needed
- To be a member of the SLT and contribute to the strategic development of the school
- Be responsible for the line management and performance management of teachers within the school including the SEND team
- Lead pupil progress meetings to ensure every child at Benhurst reaches their academic potential and necessary support mechanisms are put in place to ensure this happens

General

- To undertake any training commensurate with the post
- To take part in the Trust performance management system, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager and attend SDP/inset days.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace and to take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment
- To work in accordance with the values, culture, ethos, equalities and inclusion policies of the Trust proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day to day operation of the job
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Local Governing Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and Grade.

Job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.





Assistant Head Teacher Pastoral Lead

Benhurst Primary School, Hornchurch

Required: January 2024

Contract Type: Full-Time, Permanent

Salary: Scale L6 - L9 (£53,636 - £57,488)

Starting point L6, Inclusive of Outer London Allowance

Hours: Full Time

FTE: 1.0

Application Deadline: 13/10/2023

Building Great Learning Communities

Our Mission is 'To build great learning communities'. To accomplish our mission, we keep our 3 core beliefs at the heart of everything we do: Courageous Optimism, Boundless Creativity and Heartfelt Compassion. We support our schools to deliver excellent pupil outcomes, create vibrant, exciting environments and offer rewarding careers for employees. To help us with this, we are looking to appoint a **Assistant Head Teacher** at Benhurst Primary School to provide a safe and positive lunch-time experience. The successful candidate will:

- The vision, skills and experience to successfully take a leading role in improving the quality of pastoral care at Benhurst
- Energy and passion to shape the personal development at Benhurst
- Be a strong advocate for an inclusive educational approach
- Able to help achieve our mission to empower young minds
- Be creative, empathetic and reflective in your approach
- Be a team player who enjoys the hard work and responsibility that comes with senior leadership

The successful candidate will be part of a positive environment, with dedicated and supportive colleagues who strive for excellence.. The school is committed to providing the very best learning opportunities for the pupils in a safe, secure and friendly environment.

In return we can offer you:

- A strong commitment on developing individual career paths
- An approach that supports professional growth
- Supportive and friendly colleagues
- Happy, friendly and well-behaved pupils
- A stimulating and welcoming learning environment in a fantastic school community with a family feel
- High quality continuous professional development
- An all-inclusive and supportive Senior Leadership Team and Multi-Academy Trust
- Free flu vaccinations
- Access to the Schools Advisory Service (SAS) the Trust's employee well-being support and medical programme. This includes 24 hour a day access to a GP helpline for you and those within your household, a counselling service, stress management, weight loss programme, physiotherapy, menopause support and much more
- A colleague Support Pack regularly updated with local financial guidance, schemes and support
- Increased priority in admissions to the Frances Bardsley Academy for Girls school within the Trust
- Close proximity to Hornchurch Railway Station and on a main bus route
- Cycle to Work Scheme
- Access to TES Development
- Links with the local community, including our charity partner, The Trussell Trust Food Bank
- Retail discounts

Applications:

Please forward your completed application form, together with a letter of application and supporting paperwork to recruitment@lifeeducationtrust.com by **Friday 13th October**. A copy of the school's **Teacher Application Form** can be found on the school website benhurst.havering.sch.uk/. Shortlisting and interviews will take place shortly after. *The school reserves the right to interview prior to the deadline date.* Visits to the school are welcomed and encouraged.

For further information about this role, please contact Vicky Smith, Head of HR via email at recruitment@lifeeducationtrust.com. Visits to the school are welcomed.

The Trust reserves the right to interview prior to the deadline date. We encourage and welcome applications from all backgrounds and all parts of the community, particularly people from ethnic minorities who are currently under-represented. LIFE Education Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.



www.lifeeducationtrust.com



01708 447368



[@lifeedutrust](https://twitter.com/lifeedutrust)

We are looking for someone who has the following qualifications, experience and demonstrates the following behaviours to be truly successful in the role...

Key Criteria	Essential /Desirable		How Assessed
Qualifications	E	D	
Qualified teacher status	✓		A/Q
NPQSL (National Professional Qualification for Senior Leadership)		✓	A/Q
First degree or Certificate of Education	✓		A/Q
Relevant recent professional development	✓		A/Q
Has undergone recent safeguarding training	✓		A/Q/R
Has held a Designated Safeguarding Lead role in school		✓	A/Q/R
Leadership Experience			
Substantial senior leadership experience		✓	A/R
Places a high value on the safeguarding of pupils and staff in all aspects of their work and the school environment	✓		A/I/R
Has undergone recent safeguarding training	✓		A/Q/R
Has held a Designated Safeguarding Lead role in school		✓	A/Q/R
Confident and competent in all financial matters related to budgeting and the allocation of resources			A/I/R
Recognises the importance of work-life balance in order to ensure the effective deployment and management of all staff	✓		A/I/R
Has knowledge, understanding and experience of using a range of data sources, internal and public to set and achieve ambitious targets		✓	A/I/R
Engages the school community in systematic and rigorous self-evaluation, combining this with external evaluations to develop the school		✓	A/R
Proven ability in action planning which develop, manage and evaluate the impact of actions in a timely fashion, having engaged all stakeholders	✓		A/R
Understands and welcomes the role of effective governance in challenging the school as a key function of their role and responsibility	✓		A/I/R
Able to communicate high expectations to all staff, conducting difficult conversations when necessary, to secure high standards		✓	A/R
Able to set targets and hold staff to account, including through line management and the appraisal process	✓		A/R
Managing Behaviour			
Creates and maintains high standards of pupil behaviour, built upon clear communication and mutual respect	✓		A/R
Able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies	✓		A
Understands the importance of consistent behaviour management systems to a school environment and the ability to establish these	✓		A/R
Acts as a role model in ensuring that all adults within the school model and teach the expected pupil behaviours	✓		A/R
Quality of Education			
An outstanding teacher with proven track record and varied experience and understanding of Teaching and Learning	✓		A/I
Able to access, analyse and interpret data to ensure all teachers target their teaching accordingly	✓		A/I
Initiates and supports research and debate on effective learning	✓		A/I
Leads by example in continuously reflecting on and developing quality of own teaching	✓		A/I
Committed to innovative and creative forms of teaching and learning to meet the personal learning needs of every child	✓		A/I/R
Behaviours			
Able to think strategically, and to build and communicate a coherent vision			A/I
Able to inspire, challenge, motivate and empower others to carry the vision forward			A/I
Committed to creating an inclusive environment which ensures everyone can achieve their full potential			A/I
Committed to setting and achieving ambitious, challenging goals and targets and thereby securing high standards			A/I
Values the role of high-quality, professional development in developing staff and improving practice			A/R
Has shown a commitment their own personal professional development to stay abreast of key educational developments and self-improve			A, R, Q
Committed to providing an inclusive and welcoming school environment for all pupils, families and adults regardless of ability or background			A/I/R
Committed to establishing and supporting a learning environment which has ambitious expectations for all pupils, including those with SEND	✓		A/I/R
Values working in partnership with parents, carers and professionals, to identify and meet the additional needs of all pupils	✓		A/R
Committed to forging constructive relationships beyond the school, working in partnership with parents, carers and the local community	✓		A/I/R
Committed to working with other schools and organisations in a climate of mutual challenge and support		✓	A/I/R
Keen to work in a Multi Academy Trust in order to derive benefits for the school as well as working collaboratively for the benefit of all Trust schools	✓		A/I

Assessment Key:

I: Interview

A: Application form and supporting statement

R: References

Q: Certificated evidence



The closing date for all applications is **13th October 2023**

How to Apply

- Read carefully all of the information in this pack
- If you have any questions, please do not hesitate to email: recruitment@lifeeducationtrust.com
- Complete the Teachers Application Form
- Send your completed application by email to: recruitment@lifeeducationtrust.com

Applications can be handed into the school or sent by post to the Trust address F.A.O. People Department.

If you have previously sent an application for this role, please do not reapply.

Appointment Process

- Suitable applications will be shortlisted for interview as quickly as possible. Unfortunately, we are unable to give feedback if you do not get shortlisted.
- If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.
- The School reserves the right to interview prior to the deadline date.

References and DBS Checks

All offers of appointment will be subject to receipt of satisfactory references. Benhurst is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Inclusion

As a Trust we are an inclusive employer. We encourage and welcome applications from candidates of all backgrounds and all parts of the community, particularly those from ethnic minorities who are currently under-represented. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

