

Executive
Headteacher Primary



SUCCESS FOR ALL
EDUCATIONAL TRUST



Welcome from the CEO

Dear Candidate,

Thank you for requesting this recruitment pack and for taking the time to consider the role of Executive Headteacher of the Rise Park Academies within The Success for All Educational Trust (SFAET). I am very proud to be the CEO of a Trust that is committed to the success of all of the students in our care.

The students in our Trust deserve the very best leaders and teachers and we are seeking an exceptional candidate for this key leadership post. It is a great opportunity to work closely with myself and a group of fantastic school leaders who believe passionately in what they are doing. Our Executive Headteacher Primary will oversee both Rise Park Junior and Infants Schools in delivering the Trust's core purpose of ensuring that all children receive an excellent and ambitious education and are as successful as possible.

Our Trust is currently Havering based and composed of three secondary schools - Redden Court, Sanders Draper and The Royal Liberty Schools which together form our secondary wing and two primary schools, Rise Park Junior and Rise Park Infants which together form our primary wing.

Our vision as a Trust is focused on a 'Commitment to Success for All' and high levels of aspiration for every member of our community. The Trust is forward thinking and progressive. We seek to achieve the very best for our students through the use of a rich variety of educational approaches.

In all of our schools we insist upon an inclusive approach to learning, innovative teaching, a broad and balanced curriculum and strong pastoral systems. The welfare and development of all our staff is considered by us to be a vital element of school and Trust improvement with all staff encouraged and enabled to avail of CPD opportunities.

These are exciting times for the SFAET as it expands and develops. On a personal level we are looking for an individual who shares our overall vision and who has the personality, energy and drive to further develop our primaries as they move towards outstanding in their next inspection.

Perceptions play a major part in choosing the right Trust and School for the next phase of your career. I strongly urge you to come and visit the schools and indeed central offices if you wish to at The Royal Liberty School and to meet with myself prior to application.

To arrange a visit please email the current Executive Headteacher, Carolyn Fox, at:

cfox@riseparkacademies.co.uk

I look forward to meeting you and receiving your application.

Mr Paul Ward
CEO of The Success for All Educational Trust



Message From Carolyn Fox

It has been both my pleasure and my privilege to serve the Rise Park Academies community during the past 14 years. When I was appointed as the Infant Headteacher in September 2010 the school had only 180 pupils in 6 classes on roll, with a secure reputation as a consistently high achieving school.

By 2013 the Infant school, and its feeder Junior School on the same site, were asked by the local authority to expand to three form entry, which necessitated a new build on the Infant site of three additional Reception classes, which now form our flagship Early Years Centre.

In 2014, the Infant School was commissioned by the Department for Education to become a sponsor for the Junior School, in order to ensure its rapid improvement. In order to do this, the governors and I formed an independent multi academy trust (RPAT) in September 2014, following the academisation of both of the Rise Park Schools.

My team and I, as Executive Headteacher and CEO, were then tasked with moving the Junior School to a 'Good' status by its next inspection, which we successfully achieved in 2017.

During the lead up to this inspection a new Upper KS2 block was built in 2015 to accommodate the prevailing expansion programme. This was also planned and designed by ourselves in order to support the transition from Year 6 to secondary provision.

Since that time our highly regarded school nursery was opened in 2017, which has greatly enhanced our Early Years offer, as well as an all-weather sports pitch and more recently a sensory pod for SEND and vulnerable pupils to use and enjoy.

Our journey has been both exciting and successful, bringing us to this point where, following two very positive Ofsted inspections in 2022/23, we are now ready for a fresh perspective and dynamic leadership to continue to lead our schools along the path from 'Good' to 'Outstanding'.

We are looking for an Executive Leader who can take on this challenge and build upon the progressive and transformational work that has taken place by the Rise Park team over recent years, sharing an inspirational and innovative vision for Rise Park in 2024 and beyond.

I leave behind an extremely hard working and committed staff team, delightful pupils and a very supportive wider school community whom I know will all continue to be devoted and dedicated to our schools.

I wish the Rise Park Academies every success in the future and look forward to handing this wonderful provision over to the next Executive Headteacher.

*"Pupils are happy and safe.....across a range of subjects pupils learn successfully"
(Ofsted - Rise Park Junior School, November 2022)*

*"The curriculum is ambitious and pupils achieve well....pupils are polite and well behaved"
(Ofsted - Rise Park Infant School, May 2023)*

Executive Headteacher Primary Job Advert

Competitive Annual Salary: Outer London L21-L27 (£80,944-£93,157)

Hours: Full time.

Required for September 2024

Location: The Rise Park Academies

The Board of Trustees of The Success for All Educational Trust wishes to appoint an exceptional and dynamic Executive Headteacher to work closely with the CEO and our central team in leading our Primaries on their journey to outstanding in the future. We seek an Executive Headteacher who is inspirational, committed to success and enthusiastic about leading change. The successful candidate will have overall strategic responsibility for the Rise Park Infant School and Rise Park Junior School. This is a great opportunity for a strong and effective leader to make a significant impact at 2 schools who place children at the centre of all they do.

The Success for All Educational Trust was formed in September 2017 and currently consists of five academies in the London Borough of Havering: Redden Court School: The Royal Liberty School: Sanders Draper School: Rise Park Junior School and Rise Park Infants School.

Our mission is:

'To work together to support ambition and excellence in education.'

At the core of everything we do is our Commitment to
'Success for All'

Our vision as a Trust is focused on a 'Commitment to Success for All' and high levels of aspiration for every member of our community. The Trust is forward thinking and progressive. We seek to achieve the very best for our students through the use of a rich variety of educational approaches. In all of our schools we insist upon an inclusive approach to learning, innovative teaching, a broad and balanced curriculum and strong pastoral systems. The welfare and development of all of our staff is considered by us to be a vital element of school and Trust improvement with all staff encouraged and enabled to avail of CPD opportunities.

We are looking for a forward-thinking leader who will have:

- A proven background of inspiring others through high quality leadership.
- A commitment to continual school improvement.
- A commitment to working in close partnership with trustees, local governance, our families and the wider community.
- A passion for promoting the development of every child and a drive to secure the best possible educational experiences to enable them to achieve their full potential.
- The skills and experience to develop a strong and effective team, influence sustainable improvement for the future.
- Proven expertise in securing a highly inclusive culture so that every child succeeds.
- Excellent communication and interpersonal skills with the ability to engage dynamically and effectively with all stakeholders.

Executive Headteacher Primary Job Advert

The Success for All Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment. An Enhanced DBS disclosure is required for this post.

We welcome enquiries from everyone and value diversity in our workforce. Applications are welcome from all sections of the community regardless of gender, gender identity, ethnic origin, disability, marital status, age or sexual orientation.

References from three previous employers will be sought prior to interview.

Deadline for applications:

Please complete your application by clicking [this link](#) by noon on Tuesday 30th January

Selection process week commencing 12th February 2024



Executive Headteacher Primary

Job Description

Primary Purpose of the Role:

- To be responsible for the leadership, internal organisation, management and control of the schools and consult appropriately in so doing
- To build a collaborative learning culture within and across both schools to ensure that every child reaches their full potential in all areas of their development
- To work with the necessary ability, vision, energy and enthusiasm, as a skilled negotiator with all, putting the needs of the children first
- To maintain the ethos of the schools and provide moral leadership across both schools
- To respond dynamically as appropriate to key national policies and initiatives
- To promote and safeguard the welfare of children and young persons for whom the Trust is responsible and for those with whom they come into contact
- To carry out the duties required of a Headteacher, as set out in part six of the School Teachers' Pay and Conditions Document, at both schools within the Trust
- To conduct key staff appointments

Shaping the Future:

- Working with the Trustees to contribute to the strategic vision for the Trust
- Ensure that the Trust vision is clearly articulated, shared, understood and acted upon effectively by all
- Work within the school communities to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement and team ownership
- Demonstrate and role model appropriate vision and values in everyday work and practice
- Motivate and work with others in order to create a shared culture and a positive environment
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
- Ensure that strategic planning takes account of the diversity, values and experience of the schools and their wider communities
- Determine and implement clear evidence-based improvement plans and policies for the development of the schools and their facilities
- Ensure that the key issues for school improvement continue to be actioned appropriately
- Leading teaching and learning and the management of the organisation via the use of continuous monitoring and evaluation
- Lead by example, providing inspiration and motivation
- Demonstrate and articulate high expectations and set stretching targets for the whole school community
- Ensure a continuous and consistent Trust focus on pupils' achievement, using data and benchmarks to monitor progress
- Challenge under-performance at all levels and ensure effective follow up corrective action is taken
- Maintain and promote high standards of behaviour, discipline and attendance
- Manage financial and human resources effectively and efficiently in order to achieve educational goals and priorities
- Ensure that all management systems work effectively in line with legal requirements and regulations
- Manage and organise the school environments efficiently and effectively to ensure that they meet the needs of the curriculum and of all safeguarding/health and safety compliances.

Executive Headteacher Primary Job Description

Developing Self and Working with Others:

- Engender a collaborative learning climate within the schools and actively engage with other local/other schools to build effective learning communities
- Develop and maintain effective strategies and procedures for staff recruitment, induction, professional development and performance review
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Report to the Trust on the professional development of senior leaders
- Develop and maintain a culture of high expectations for themselves and others, taking appropriate action when performance is unsatisfactory
- Regularly review own practice, set personal targets and take responsibility for their own continuing professional development by participating positively in arrangements made for the appraisal of Executive Headteacher performance
- Manage own workload and that of others in order to achieve an appropriate work/life balance

Securing Accountability:

- Develop a Trust ethos that enables everyone to work collaboratively, share knowledge and best practice, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood and agreed, and are subject to rigorous review and evaluation, in keeping with performance management and appraisal procedures
- Work with the Trust, providing information, objective advice and support, to enable the schools to meet their statutory responsibilities
- Develop suitable quality assurance systems, including internal/trust peer reviews, self-evaluation and performance management
- Present a coherent, understandable and accurate account of each school's performance to a range of audiences, including trustees, governors, staff, parents/carers
- Ensure every individual child has access to high quality teaching and learning

Strengthening Community

- Collaborate with other schools in order to share expertise and bring positive benefits to the Trust and other local/national providers
- Collaborate at both strategic and operational levels with parents/carers and across multiple external agencies, as required, for the safety and wellbeing of all children
- The Executive Headteacher will undertake any other reasonable duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by SFAET.

This job role is not exhaustive; the role holder may be required to undertake such other duties, commensurate with the post and salary grade, as may from time to time be assigned by the CEO or the Trustees.

This document will be reviewed at appropriate intervals and may be subject to modification or amendment at any time following consultation with the role holder.

The role holder will be required to travel to any of the Trust Academies within the Success for All Educational Trust and attend meetings with external stakeholders as required which may be outside of normal business hours.

Executive Headteacher Primary Person Specification

Criteria	Essential
<p><i>Qualifications and Training</i></p>	<ul style="list-style-type: none"> - A degree or equivalent qualification in a relevant subject - Hold Qualified Teacher Status (QTS) with a proven track record of school senior leadership and improvement - Safer Recruitment certification – or ability to complete this upon appointment. - NPQH or a higher degree - NPQEL or a commitment to undertake this course of study - Health and Safety training - Data Protection training
<p><i>Experience/ Professional Development</i></p>	<ul style="list-style-type: none"> - Experience as an effective Headteacher or Executive Headteacher, with a clear evidence base for sustained high performance and transformational change - Building, communicating and implementing and realising a shared vision - Understanding of and a commitment to the promotion and safeguarding of the welfare of pupils - Experience of managing inspection processes at a senior level - Utilising performance management and appraisal techniques for teaching and support staff - A secure understanding of the leadership of assessment strategies and the use of assessment to inform the next stages of learning - Proficiency in data analysis and the targeting of interventions to address outcomes - Implementing strategies for the raising of achievement in pupils - Curriculum design and management - Coaching and mentoring staff. - Planning processes, including financial planning and budget management and HR processes e.g. retention and recruitment, disciplinary procedures - Experience of collaborative working between schools - Handling higher level complaints and concerns from parents and other key stakeholders - Implementing an effective model for behaviour and attendance that balances high expectations with strong relationships - Experience of working with other schools/organisations/ agencies - Experience of leading/ coordinating professional development opportunities - Evidence of leadership across more than one school that has had a notable impact on improving the quality of education provided

Executive Headteacher Primary Person Specification

Criteria	Essential
<p><i>Knowledge and Skills</i></p>	<p>The ability to:</p> <ul style="list-style-type: none"> - Demonstrate a sound knowledge of the responsibilities and roles that come with being an executive leader of a school - Present plans and strategies to both educationalists and non-educationalists in a clear and concise manner - Show that they have a good understanding of the principles behind school improvement, including planning, monitoring and the reviewing of progress - Understanding the criteria for the accurate evaluation of a primary school - Transform schools into personalised and professional learning communities - Develop a trust-wide primary ethos that encourages participation, builds stakeholder esteem, recognises successes and celebrates achievements. - Understanding of successful outstanding teaching and learning across the key stages in two or more schools, including the Early Years Foundation Stages - Demonstrate a clear vision for how to ensure inclusion, diversity and accessibility - Challenge underperformance and boost expectations - Demonstrate a working knowledge of how to manage the reputation of the schools and engage with the wider school community. - Demonstrate a proven track record of successful networking to secure a range of resources and opportunities for a trust/federation - Knowledge of the role of governance within a multi academy trust/collaborative governance - Evidence of the use of new ICT technologies as an effective tool to lead and manage the school and to improve teaching and learning raising attainment for all

Executive Headteacher Primary Person Specification

Criteria	Essential
<p><i>Personal Qualities</i></p>	<ul style="list-style-type: none"> - Excellent verbal and written communication skills - Excellent time management and organisation skills - A flexible approach towards working practices - Be able to see 'the big picture' whilst also having an 'eye to detail' - High expectations of self and their own professional standards - Dedicated to promoting their own professional development and achieving desired qualifications - The ability to work as both part of a team and independently - The ability to listen to and direct colleagues when required - The ability to maintain successful working relationships with colleagues - High levels of drive, energy and integrity - Professionally assertive and clear thinking. - A good team player, with the ability to also work on their own initiative. - A commitment to equal opportunities and empowering others - An understanding of the concept of distributed leadership and its role in efficient management - A flexible approach to the targeting of improvements - Be able to plan and rapidly take control of situations - Committed to contributing to the wider trust and its community. - Capable of handling a demanding workload and successfully prioritising or delegating work - Highly adaptable and flexible, with the ability to respond to the ever-changing needs of the schools - A creative, solution- focused leader - Ability to remain positive and enthusiastic when working under pressure - Commitment and resilience - Confidence - Respect and understanding that individuals may have fundamental differences, and the ability to adapt plans to accommodate for these

All SFAET staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, in order to meet the needs of the Trust.

The particular duties and responsibilities may vary from time to time.

This person specification may be amended at any time, in consultation with the post holder.

Working for SFAET

The Success for all Educational Trust has over 450 staff working across five schools. We truly believe that our staff are amazing and that without them we would not be able to deliver the provision we do.

As a result we offer staff a range of opportunities and benefits including:

- Access to a range of CPD opportunities including the full suite of NPQ qualifications.
- The opportunity for flexible working where possible.
- The trust remains committed to contributing to the Teachers' Pension Scheme for all teaching staff and to the Local Government pension Scheme for all Associate staff
- Generous family leave of absence provisions when required.
- Free car parking at all of our sites.
- Rent deposit advance/loan if required
- Access to our Staff support scheme The Schools Advisory Service which includes physiotherapy, mindfulness, GP phone and video consultations, private medical operations, menopause support, weight management and counselling
- HES rewards - Deals and discounts from a range of shops, financial planning tools, wellbeing centre
- Regular Trust wellbeing afternoons

Staff Testimonials:



I was very keen to be able to work with a Trust which has proven experience and knowledge of bringing about positive school improvement within Havering and who are passionate and driven to ensure the best provision for all. There has been a range of support and completion cooperation between the schools and Sanders has benefited greatly from this in a number of ways.

We benefited from the expertise and support across school in a range of areas particularly teaching and learning, leadership, has been exceptional.

On a personal level I have been able to work closely with the other Headteachers and this has been most helpful not only for support and networking but also my own development and progression.

Mr S Brooks, Headteacher of Sanders Draper School

Working for SFAET

As a new Headteacher it has been invaluable having support from the other Headteachers within the Trust. Whilst our schools have been encouraged to maintain our own identity, what has been really useful is navigating the big changes in education together and the opportunity to discuss the impact with each other. What's more, it has been really useful being part of the review days at other schools and being a regular visitor which has enabled me to see best practice elsewhere and consider that in my own setting.

Mr A Henry, Headteacher of Redden Court School



I am proud to have joined the Success for All Trust as Education Welfare Officer in 2017. The team of professionals I am fortunate to work with are dedicated to improving and enriching the lives of our young people.

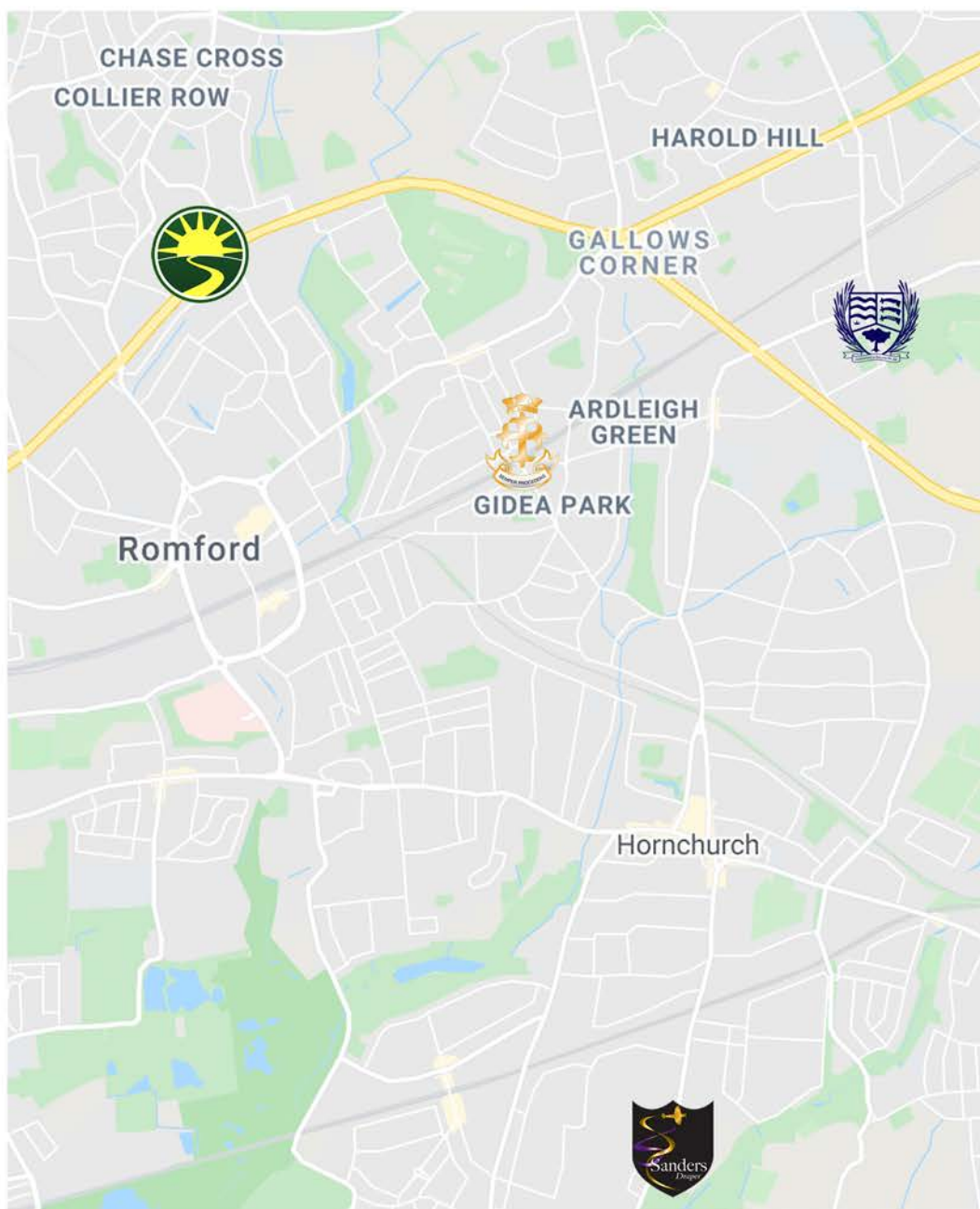
I have worked hard to streamline and standardise the Trust attendance procedures and policies across all three schools, so that our high expectations are consistent and unified. I work closely with our excellent Attendance Officers in the three schools and I am responsible for promoting excellent attendance, providing legal guidance around school attendance legislation, and offering my support.

It is a proven fact that excellent attendance is directly linked to achievement and it is of course, one of the important life skills that prepares our young people for the world beyond school. The welfare part of my role is important to me and I work with students/families to overcome barriers and life challenges that impact on attendance to school. I am passionate about my work and the high standards expected from our young people within our brilliant schools and I feel privileged to be part of the "Success for All" Trust.

Mrs J Willis, Lead Education Welfare Officer



Our Academies



Rise Park Academies
Annan Way
Romford
RM1 4UD



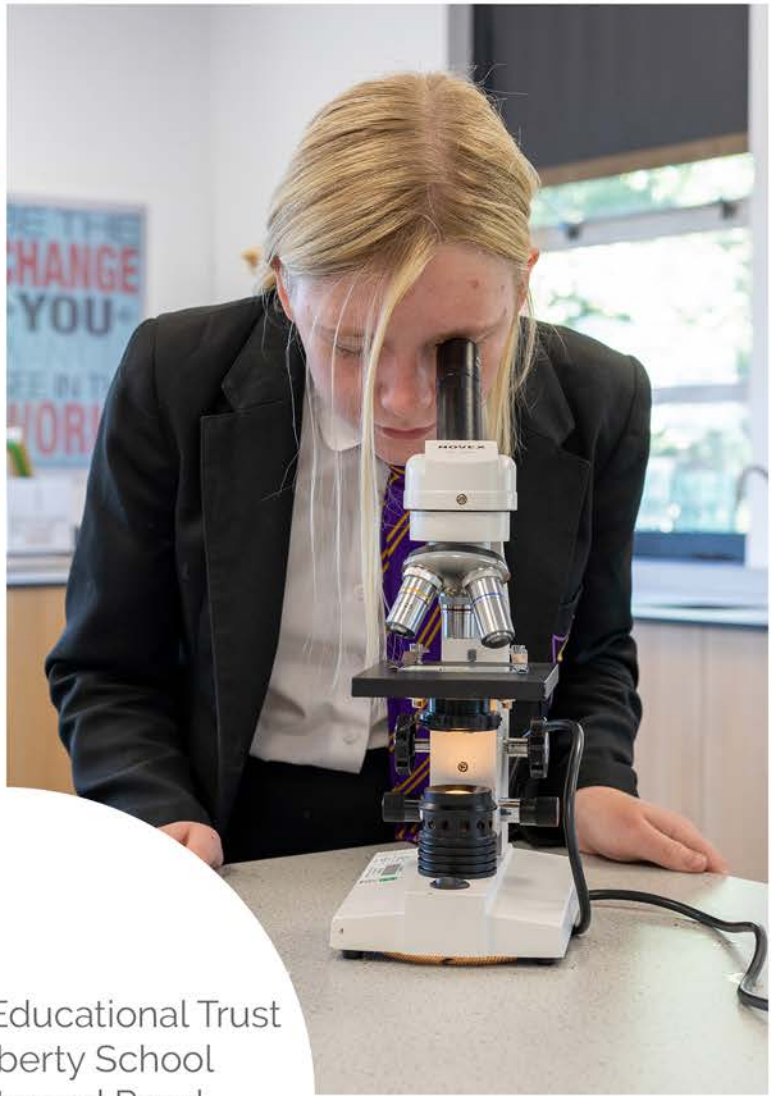
Sanders Draper School
Suttons Lane
Hornchurch
RM12 6RT



The Royal Liberty School
Upper Brentwood Road
Gidea Park
RM2 6HJ



Redden Court School
Cotswold Road
Harold Wood
RM3 0TS



Success for All Educational Trust
The Royal Liberty School
Upper Brentwood Road
Gidea Park
RM2 6HJ

