Appointment of CEO and Executive Headteacher

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Benfleet Schools Trust

Benfleet Schools Trust

February 2020

Dear Applicant

Thank you for your interest in the role of Executive Headteacher for The Appleton and Woodlands Schools and CEO of The Benfleet Schools Trust. I hope the details we have provided about the post and the further information that you can find on the websites of The Appleton School or Woodlands School will encourage you to apply for this role.

We are looking for an outstanding leader to work with the Trustees in developing and articulating the vision, values and ethos of the Trust. The successful candidate will be committed to inclusive, comprehensive education and has a proven record of achievement as a teacher and leader. You will be someone who will inspire and empower others to share in achieving continued success for all our learners in an inclusive environment.

The successful candidate will be committed to creating the best possible educational opportunities for all our young people through the role as Executive Headteacher for both schools. Whilst the first priority will be to maintain high standards in our current schools, we will expect the CEO/Executive Headteacher to take a leading role in developing the future direction of the Trust.

We expect only the very best from our staff and students. We expect them to work hard and aim high. In return we are dedicated to developing each of them into successful, compassionate future leaders. We recognise that children and adults have different talents, like to learn in different ways and need different kinds of support. The achievement of every single person is what matters to us, and we work hard to meet the needs of each individual.

We are committed to raising aspirations in order to transform lives by securing the very best outcomes for all our students both in terms of their qualifications and in providing wider opportunities for them to develop as rounded and confident young people.

We would encourage you to visit the Trust. Tours can be arranged by contacting Julia Binstead, HR Manager on 01268 794215 ext #223 or by e-mail at jbinstead@theappletonschool.org

We would be delighted to receive your application and look forward to hearing from you.

Yours sincerely



 Peter Hillman

 Chair of Appleton School Governors and Benfleet Schools Trust

Benfleet Schools Trust is a company limited by guarantee, registered in England and Wales Company number 07561574

Registered office: The Appleton School, Croft Road, Benfleet, Essex. SS7 5RN



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Benfleet Schools Trust

“ACHIEVING EXCELLENCE FOR ALL”

**The Appleton School is an 11 – 18 School of 1,619 students**

**Woodlands School is an 11 - 16 School of 1,600 students**

 **REQUIRED FOR SEPTEMBER 2020**

**CEO/EXECUTIVE HEADTEACHER**

 **Salary up to £140k**

We seek to appoint an exceptional CEO/Executive Headteacher as we develop our Multi-Academy Trust.

The Benfleet Schools Trust currently comprises The Appleton School, Benfleet and Woodlands School, Basildon. Both are oversubscribed schools and are highly regarded by the communities they serve.

This role offers the opportunity for someone to perform the function of Executive Headteacher at The Appleton School and Woodlands School and develop the Trust through the role of CEO. Candidates are likely to have had experience of successful Headship and additional support will be given for the developing role of CEO.

The successful candidate will share our belief that both schools can provide learners with a world class education.

We are interested in an application from you if you are passionate about teaching and learning, can motivate and inspire others and base your strategies on strong skills of analysis and evaluation.

The Trust is committed to safeguarding and promoting the welfare of children and young people. Appointments will be subject to DBS clearance and satisfactory references.

For further details and an application form please telephone Julia Binstead HR Manager on 01268 794215 ext #223, email jbinstead@theappletonschool.org or visit the website at www.theappletonschool.org

Only applications submitted on the Benfleet Schools Trust’s application form will be considered.

Tours of the schools will be available on Wednesday 4th March or Friday 6th March 2020 by arrangement. Please contact Julia Binstead by email jbinstead@theappletonschol.org They will commence at 9.15am.

Closing date for receipt of applications: 9am, 16th March 2020

Shortlisted candidates will be notified by 17th March 2020

Interviews will be held on: Thursday 19th and Friday 20th March 2020 at The Appleton School and Woodlands School. We welcome applications regardless of any of the Protected Characteristics.

**BENFLEET SCHOOLS TRUST**

**CEO/EXECUTIVE HEADTEACHER JOB DESCRIPTION**

**RESPONSIBILITIES ACROSS THE TRUST**

**Job Purpose**

To provide strategic leadership and managementof the Trust.

**Strategic Leadership**

The CEO/Executive Headteacher will:

* collaborate with the Trust Chair in the development of its strategic vision.
* ensure the success and development of the Trust by contributing to the Trust’s strategic vision
* identify the Trust's priorities for continuous improvement and for raising standards to ensure equality of opportunity for all
* develop policies and practices across the Trust and ensure their effectiveness
* evaluate the Trust Schools’ performance and take the necessary steps to ensure that their performance meets the standards set.
* ensure that meetings of the Trust are provided with accurate information
* represent the Trust in the wider local and educational community

**Management**

The CEO/Executive Headteacher will:

* provide support and challenge for the leadership of schools within the Trust.
* be responsible, working with the other members of the Senior Leadership Teams, for the management, organisation and administration of the Trust,
* provide line management for the Director of Finance and other core trust employees

**Financial**

The CEO/Executive Headteacher will:

* have responsibility as Accounting Officer for the Trust as outlined in the Academies Financial Handbook of the Education Funding Agency (EFA)
* ensure the Trust complies with the requirements and regulations as specified in the Academies Financial Handbook (EFA); Managing Public Money (HM Treasury); the Trust's Funding Agreement; The Companies Act 2006 and the Charities Commission's Guidance for Academies.
* ensure that resources are efficiently and effectively used to achieve the Trust’s aims and objectives
* be responsible for the monitoring of the Trust's budget

**Statutory Compliance**

The CEO/Executive Headteacher will:

* be responsible for ensuring compliance with all statutory regulations

**Inter Relationship with Governing Bodies**

The CEO/Executive Headteacher will:

* provide leadership and advice, in collaboration with Board and Group chairs, to the Boards and Groups that constitute the Trusts

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CEO/Executive Headteacher Person Specification

*The Governing Body is committed to safeguarding and promoting the welfare of young persons and Headteachers must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.*

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|  | Essential | Desirable | Measured by |
| Qualifications and Training |
| Qualified Teacher Status  | \* |  | App |
| Evidence of continuing professional development | \* |  | App, I |
| NPQH or other evidence of higher study relevant to Leadership |  | \* | App |
| Evidence of leading professional development activity | \* |  | App, I |
| LLE or NLE |  | \* | App |
| Employment record |
| Successful experience of Headship in the secondary sector | \* |  | App, I, Ref |
| Successful track record of working in a leadership role with other schools | \* |  | App, I, Ref |
| Leadership experience and skills |
| A track record of providing leadership, raising standards and delivering educational excellence | \* |  | App, I, Ref |
| Managing and leading a large staff team with an eye to wellbeing | \* |  | App, I, Ref, AS |
| Experience of initiating and successfully managing change | \* |  | App, I, Ref |
| Knowledge of current education developments, trends and innovation | \* |  | App, I, Ref |
| Evidence of a rigorous approach to accountability for student learning outcomes | \* |  | App, I, Ref |
| Strong analytical skills and an ability to interpret both quantitative and qualitative data | \* |  | App, I, Ref, AS |
| The ability to identify opportunities and seize the initiative | \* |  | I, Ref |
| Experience of working with community partners | \* |  | App, I, Ref |
| Understanding of, and experience in, managing school financial systems | \* |  | App, I, AS |
| Understanding of, and experience in, managing Trust finances  |  |  \* | App, I, AS |
| Impact |
| Articulates the Trust’s vision and inspires, motivates and empowers other to achieve this. | \* |  | App, I, Ref |
| Works to deliver the Trust’s targets, goals and ambitions | \* |  | App, I, Ref |
| Generates high expectations and delivers outstanding outcomes | \* |  | App, I, Ref |
| Role models excellence throughout the Trust  | \* |  | App, I, Ref |
| Uses Performance Management to drive up standards and support staff development | \* |  | App, I, Ref |
| Attributes |
| Clear commitment to fully inclusive comprehensive education | \* |  | App, I, Ref |
| Committed to continual improvement  | \* |  | App, I, AS |
| Personal pride in delivering success against challenging targets | \* |  | App, I |
| Excellent interpersonal and communication skills | \* |  | I, Ref, AS |
| Can support, motivate and inspire learners, their families and the community | \* |  | App, I, Ref, AS |
| A strategic thinker who is creative and imaginative | \* |  | I, Ref, AS |
| Stable and supportive with stamina, energy, confidence and good humour | \* |  | I, Ref |
| Consistency of judgement and high integrity | \* |  | I, Ref, AS |

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| App = Application I = Interview Ref = References AS = Assessment task |

#### **APPLICATIONS**

#### A letter in support of your of application on no more than 3 sides of A4 paper, to Peter Hillman, Chair of Benfleet Schools Trust, should be submitted along with a comprehensively completed application form which can be downloaded from The Appleton School website. <http://www.theappletonschool.org/library/files/application-form-bst-dec-2019.pdf>

#### In the letter please describe the particular skills and experiences which you feel qualify you for this post.

#### The Trust is committed to safeguarding and promoting the welfare of children and young people. Appointments will be subject to DBS clearance and satisfactory references. Only applications submitted on the Trust’s application form will be considered.

#### We welcome applications regardless of any Protected Characteristics.

Completed applications should be returned to Julia Binstead jbinstead@theappletonschool.org at The Appleton School by 9 a.m. on Monday 16th March 2020.

**Address:** Benfleet Schools Trust, The Appleton School, Croft Road, Benfleet Essex SS7 5RN

**Phone:** 01268 794215

**Email:** info@theappletonschool.org

**Website**: www.theappletonschool.org