

HEADTEACHER APPLICATION PACK

Kensworth CE Academy



DIOCESE OF
ST ALBANS

MULTI-ACADEMY TRUST

Committed to Human Flourishing: Rooted in God's Love
Our academies are places of Hope, Nurture, Hospitality, Collaboration, Equality and Respect



Welcome

From the Chief Executive Officer

Dear Applicant

Thank you for your interest in the role of Headteacher of Kensworth Church of England Academy. The post, as advertised, is a significant one in the life of the Trust which admitted its first school on 1st March 2017.

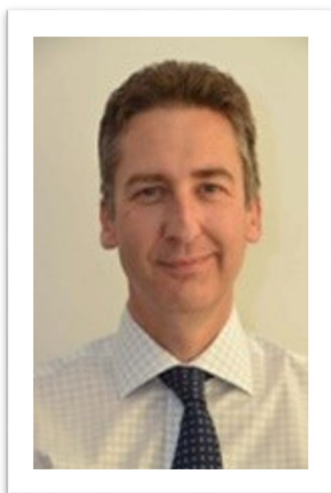
Following the broad principles used to establish Church of England schools in the 1800s, the Diocese of St Albans Multi-Academy Trust remains committed to, where possible, providing a locally based high quality education that enables schools to meet the needs of their local community, whilst benefitting from a regional network of support. Academies that are part of the Trust will retain their name, school uniform, local customs and, through the Academy Council, will participate in local governance decisions following a delegated scheme of earned autonomy.

The Trust is looking to recruit an outstanding colleague to this post which will provide significant personal and professional development opportunities. It is a real opportunity to assume leadership of a school with great potential and to participate in the wider community of 136 church schools in the Diocese of St Albans Network of Schools.

Should you require any further information or clarification please don't hesitate to contact my colleague, Charlotte Johnson, Chief Education Officer, who will be pleased to talk to you.

A handwritten signature in black ink that reads "David Morton".

Canon David Morton
Chief Executive Officer



Committed to Human Flourishing: Rooted in God's Love
Our academies are places of Hope, Nurture, Hospitality, Collaboration, Equality and Respect

About the Diocese of St Albans Multi-Academy Trust

The Diocese of St Albans Multi-Academy Trust has been established to provide for three different types of Church of England school within the Diocese of St Albans:

- Good or Outstanding church schools within the Diocese of St Albans
- Schools requiring rapid improvement having been placed in Special Measures and subject to a directive Academy Order
- New schools within new housing provision where the Diocese of St Albans is the identified sponsor

The Trust will consider applications from other schools supportive of the Trust's ethos on a case-by-case basis. This will include non-church schools wishing to join with protected non-church school status.

Following the principles used to establish Church of England schools in the 1800s, the Diocese of St Albans Multi-Academy Trust will remain committed to, where possible, providing a locally-based, high quality education that enables schools to meet the needs of their local community, whilst benefitting from a regional network of support. Academies that are part of the Trust will retain their name, school uniform and local customs, and the local governing body will, through a delegated scheme of earned autonomy, retain local control of schools where appropriate.

As a Church of England Multi-Academy Trust, our commitment to a locally-based education will be delivered through an approach consistent with the faith and practice of the Church of England. All academies in the Trust will be expected to deliver the curriculum within a programme of Christian values and virtues in an overarching ethos that sees each individual child as being of worth and having the capacity to grow into a fully rounded person. Community is another important concept and individual academies within the Trust will have access to events and training available to all schools and academies within the St Albans diocesan schools network that will ultimately include local, school-led, Church of England multi-academy trusts, stand-alone academies, federations and CE maintained schools.

Academies within the Diocese of St Albans Multi-Academy Trust will remain part of the St Albans diocesan network of schools. Currently, this consists of 136 schools comprising maintained schools, stand-alone academies, CE federations and a free school, representing all phases. 92.6% of all provision and 94.5% of primary schools within the Network are currently Good or Outstanding.

Performance is high and all schools within the network have easy access to examples of outstanding provision and peer-to-peer support. This includes NLEs and LLEs where required.

Schools joining the Trust will benefit from education delivered within a Christian ethos committed to enabling schools to meet the needs of their local community and will have access to:

- specialist school improvement support - School Improvement Partners and Advisers
- 20 educational consultants, school leadership support and development
- emergent leadership development programmes
- established partnerships with leading school improvement providers such as Herts for Learning
- a training and development programme delivered by the Diocesan Board of Education
- personalised training delivered through the Diocesan Board of Education's Service Level Agreement
- national training networks such as the National Society's Foundation for Educational Leadership
- in-house business management and financial management services
- a developing range of centralised policies

Current Development Plans

The Diocese of St Albans Multi-Academy Trust is a newly established Trust, having received approval from the Regional Schools Commissioner on 20th July 2016, progressing through the approval process in under six months. There are currently 4 primary schools and 1 secondary school in the Trust, with a further primary school due to join in February 2018.

Five of the six schools in the Trust are currently without designation. To meet the needs associated with supporting and developing schools in challenging circumstances, the Trust is working closely with the Department for Education and the Regional Schools Commissioner and is developing links with other multi-academy trusts in the area.

*Committed to Human Flourishing: Rooted in God's Love
Our academies are places of Hope, Nurture, Hospitality, Collaboration, Equality and Respect*

APPLICATION PROCESS

THE POSITION

The vacant post is for a Headteacher at Kensworth CE Academy to start in September 2018. This is a full-time position and the salary will be in the range LD6-LD12 dependent upon the skills and experience of the successful candidate. There will be some teaching required.

TIMELINE

Closing date: Monday 19th February 2018 at 9.30am

Shortlisting: Tuesday 20th February 2018

Interviews: Friday 2nd March 2018

The candidates selected for interview will be informed after shortlisting. Full details of the programme will also be provided.

APPLICATION

You are invited to submit an application that aligns to the requirements set out in the person specification. Visits to the school are warmly welcomed. Please contact the Trust's Office Manager/PA to Senior Leadership Team, Sharon Reid, on 01525 840183 or office@stalbandsmat.co.uk to arrange an appointment.

Download an application form from the Trust website www.stalbandsmat.co.uk
Completed application forms should be sent to Sharon Reid on office@stalbandsmat.co.uk

The Trust has an Equal Opportunities Policy for selection and recruitment. In accordance with our Child Protection Policy, the successful candidate will be required to have an enhanced DBS check along with a check against the DBS Children's Barred List, formerly known as a List 99 check.

LOCATION

Kensworth CE Academy, Common Road,
Kensworth, Beds LU6 3RH

Website: www.kensworthschool.co.uk



ABOUT THE SCHOOL

Kensworth CE Academy is a small village school in Bedfordshire. It is a happy and vibrant school which aims to provide children with a thirst for knowledge, confidence and independence through excellent teaching and our Christian ethos. It provides a warm, caring environment where staff work in partnership with parents to provide a high quality education for every child.

OFSTED

The school converted to become a new Academy in August 2017 and there is currently no formal designation of Ofsted grade. The predecessor school was placed into Special Measures in October 2016. Since then the school has undergone change and improvement.

- Pupils behave very well in class. They are kind, friendly and support each other's learning. They are sensitive to the needs of others.
- Staff have high expectations of pupils' behaviour and pupils respond accordingly.
- The school site is a secure and safe environment.
- Pupils spoke of how safe they now felt within the newly secured school site. Pupils spoke of how the school supported their social and emotional development through class activities.

Committed to Human Flourishing: Rooted in God's Love

Our academies are places of Hope, Nurture, Hospitality, Collaboration, Equality and Respect



SIAMS

In its SIAMS inspection in November 2015 the school was rated Good.

"The distinctiveness and effectiveness of Kensworth Church of England Primary School as a Church of England School are good".

There is a Pre-School where early years pupils attend in a part-time capacity.

Longstanding and strong links with St Mary the Virgin Parish Church contribute to the pupils developing understanding of Anglican tradition and the Christian faith.

The reflective and creative atmosphere fostered by Christian text and imagery and the explicit Christian ethos within the whole school environment enhances the spiritual, moral, social and cultural development of all pupils.

The school community values, understands and expresses the importance of collective worship.

*Committed to Human Flourishing: Rooted in God's Love
Our academies are places of Hope, Nurture, Hospitality, Collaboration, Equality and Respect*

JOB DESCRIPTION

Core purpose

To provide professional leadership and management of the Academy, its pupils, its staff and its premises, which will promote a secure foundation from which to achieve high standards in all areas of the Academy's work. To establish a culture that promotes excellence, equality and high expectations of all pupils and staff.

Main duties and responsibilities

- Work alongside the Trust, local Academy Council and key stakeholders to articulate the Academy's vision, and demonstrate the vision in every day work
- Promote excellence, equality and high expectations of all pupils and the wider Academy community, ensuring Academy-wide focus on pupils' achievement with learning at the centre of strategic planning and resource management



- Take a strategic role in the development of new and emerging technologies to extend and enhance the learning experience of pupils and the wider Academy community, actively engaging with other Trust Academies and diocesan schools to build effective learning communities
- Contribute to the development of teaching and learning at a Trust-wide level, supporting a culture of school improvement and personal and professional development of all staff
- Implement a framework of effective evaluation, assessment and performance management which engages the whole Academy community in improvement and measurement of improvement. To be responsible for setting appropriate priorities for expenditure within a balanced budget, allocating funds and ensuring effective financial and administrative control.
- In consultation with the Trust Board and local Academy Council, manage the Academy's financial and human resources effectively and efficiently to achieve the Academy's education goals and priorities
- Ensure the Academy embraces the modernisation of an integrated Children's Service demonstrated within the Academy workforce, developing roles and people to ensure the most effective deployment and development of all workers, effective performance management and pay strategies which reflect skills and contribution, whilst adhering to equal pay legislations
- Consult and involve staff in decision-making, so far as it is possible, in order that all who work in the Academy feel a sense of ownership and involvement
- Exercise responsibility for ensuring that measures are actively adopted and monitored for maintaining a safeguarding culture. Ensure the Academy Complies with all aspects of Safer Recruitment, making appropriate checks and keeping appropriate records.
- Manage and organise the Academy environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations



Committed to Human Flourishing: Rooted in God's Love

Our academies are places of Hope, Nurture, Hospitality, Collaboration, Equality and Respect



- Build an Academy culture and curriculum based on Christian values that takes account of the richness and diversity of the Academy's local community. Exercise responsibility for ensuring fair and equal treatment of all employees and customers.
- Fulfil all commitments arising from the contractual accountability to the DSAMAT Trust Board and local Academy Council, including the development and presentation of a coherent, understandable and accurate account of the Academy's performance to and on behalf of the local Academy Council
- Regularly review own practice, set personal targets and take responsibility for own professional development. Exercise responsibility for ensuring that all new employees receive an induction programme and are properly inducted in the Academy's policies and procedures, specifically those relating to child protection and safeguarding children.

The Headteacher may also be required to undertake any other duties the Trust and local Academy Council deem necessary from time to time, in line with the current conditions of service.

With the exception of the Redundancy Payments Modification Order which applies, for the purposes of occupational entitlements, for example to sick pay or maternity pay, the Trust does not recognise continuous or aggregated service with other academy trusts or with local authorities.

The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to under child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

PERSON SPECIFICATION

Essential (E) (Essential to be appointed)

Desirable (D) (Outstanding candidate)

How assessed :

- 1 - Application form
- 2 - Interview
- 3 - Test
- 4 - Proof of qualification
- 5 - Practical exercise



SPECIFICATION	E / D	How Assessed
Qualifications		
Qualified Teacher Status or Post Graduate Certificate of Education	E	4
Evidence of relevant continuing professional development in an accredited area of training or leading to a further professional qualification	E	1,2
Safer recruitment training	D	4
Designated persons training (safeguarding)	D	4
Degree	D	4
NPQH (unless a serving headteacher prior to April 2004)	D	4
Experience		
Management position and responsibilities within a primary Academy or school context, with proven experience of creating and leading effective, high achieving teams	E	1,2
Teaching across age range or phase of Academy and an exemplar teaching practitioner and role model	E	2,5
Experience of monitoring and improving the quality of teaching and learning	E	1,2
Experience of managing significant change in an organisation	E	2
Experience of teaching in a church school or Academy	D	1,2

PERSON SPECIFICATION continued

Essential (E) (Essential to be appointed)

Desirable (D) (Outstanding candidate)

How assessed :

- 1 - Application form
- 2 - Interview
- 3 - Test
- 4 - Proof of qualification
- 5 - Practical exercise



SPECIFICATION	E / D	How Assessed
Knowledge / Skills / Ability		
Demonstrable ability to improve the quality of learning and teaching including by the effective use of new technologies.	E	1,2
Understanding of principles, and demonstrable ability to apply Academy improvement strategies.	E	1,2
Demonstrable ability to use pupil performance data to improve standards	E	1,2
Demonstrable ability to motivate, develop and inspire staff and to manage change to support whole Academy improvement, including by the effective use of performance management	E	1,2,5
Ability to articulate a clear vision for the Academy, develop coherent strategies to support this vision, create consensus and lead whole Academy implementation	E	1,2,5
Ability to support and develop the Christian ethos of the Academy through an explicit programme of Christian values	E	2,5
Ability to communicate effectively with pupils, parents, partners and governors	E	1,2,5
Ability to embrace and develop inclusion and diversity	E	2,5
Ability to manage and make effective use of resources, including financial resources.	E	
Ability to assimilate and analyse information and make effective judgements including when under pressure	E	
Ability to be an effective member of the Academy team and provide appropriate leadership	E	
Able to contribute to the leadership of School improvement across the Diocese of St Albans Multi Academy Trust	D	

PERSON SPECIFICATION continued

Essential (E) (Essential to be appointed)

Desirable (D) (Outstanding candidate)

How assessed :

- 1 - Application form
- 2 - Interview
- 3 - Test
- 4 - Proof of qualification
- 5 - Practical exercise



SPECIFICATION	E / D	How Assessed
Competencies		
Ability to keep students and staff safe. This includes demonstrating the following:	E	1,2,5
<ul style="list-style-type: none"> • Appropriate motivation to work with young people and passion for education 	E	
<ul style="list-style-type: none"> • Effective team builder with strong presence, self-belief and highly developed interpersonal skills. Ability to form appropriate relationships with young people. 	E	
<ul style="list-style-type: none"> • Emotional resilience in working with challenging behaviours. Ability to reach, justify and stand by difficult decisions. 	E	
<ul style="list-style-type: none"> • Appropriate attitudes to use of authority and maintaining discipline. Good judgement with an open, accessible management style including a willingness to listen. 	E	
<ul style="list-style-type: none"> • Enthusiasm and inventiveness in thinking 	E	
<ul style="list-style-type: none"> • A capacity for reflection 	E	
Academy Specific		
A willingness to be involved in all aspects of Academy life; including outside of normal Academy hours and days	E	2
A willingness to support the Academy's engagement and participation in the life of St Mary's Church in the parish of Kensworth	E	1,2,5

Explanatory Notes

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

The Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

- Candidates should be aware that all posts in the Diocese of St Albans Multi-Academy Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent", must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (where disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings. If you are not currently working with children but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may, where appropriate, be answered 'not applicable' if duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements, such as a current photographic driving licence and/or passport and/or a full birth certificate
- Documentary proof of current name and address (ie utility bill, financial statement etc)
- Where appropriate, any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.



*Committed to Human Flourishing: Rooted in God's Love
Our academies are places of Hope, Nurture, Hospitality, Collaboration, Equality and Respect*

Explanatory Notes continued ...

We will seek references on shortlisted candidates for Trust based positions and may contact appropriate previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory DBS Disclosure and List 99 check
- Verification of professional status such as QTS, NPQH (where required)
- Satisfactory completion of a Medical Questionnaire
- Satisfactory completion of the probational period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

For teaching posts

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DfE Guidance: Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teaching Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.



*Committed to Human Flourishing: Rooted in God's Love
Our academies are places of Hope, Nurture, Hospitality, Collaboration, Equality and Respect*