

# Candidate Information Pack:

Headteacher  
Witham St Hughs Academy

Welcome to the L.E.A.D. Academy Trust	02
L.E.A.D. Academy Trust	03
Job Profile	04
Headteacher Specification	07
How to Apply	10



L.E.A.D. Academy Trust  
Lead • Empower • Achieve • Drive

## Welcome to L.E.A.D. Academy Trust

Dear Applicant,

Thank you for your interest in the post of Headteacher at L.E.A.D. Academy Trust.

The Trust was established in October 2011 with a vision that through outstanding leadership we will provide the highest quality education to enable every pupil to realise their full potential. All stakeholders at L.E.A.D. passionately believe in the power of partnership working as a catalyst for ensuring more children receive an exceptional education. Today the Trust currently consists of twenty five schools with further schools set to join.

The acronym L.E.A.D. embodies the four core principles at the heart of the Trust: strong **leadership** at every level; **empowering** every child to aim high; giving every child the opportunity to **achieve** and constantly **driving** for improvement.

We are now seeking to appoint a Headteacher who will lead the strategic development of the Witham St Hughs Academy and will be an outstanding role model for all.

The closing date for applications is **Monday 16<sup>th</sup> September at 9am**. Please visit <https://www.leadacademytrust.co.uk/vacancies> to apply.

Further information regarding the L.E.A.D. Academy Trust can be found at: [www.leadacademytrust.co.uk](http://www.leadacademytrust.co.uk).

We look forward to receiving your application.

Your faithfully,

**Diana Owen CBE**  
Chief Executive



*"The L.E.A.D. Academy Trust is one of the strongest sponsors operating in the East Midlands, with a track record of successfully improving underperforming school..."*

Department for Education, 2015  
(Leicester Mercury)



## L.E.A.D. Academy Trust

L.E.A.D. Academy Trust comprises of twenty five academies across Nottingham, Leicester, Derby, Lincoln and Sheffield. Our philosophy is to; lead, empower, achieve and drive.

At the heart of our Trust is the development of outstanding leaders. We empower individuals in our schools to provide the highest quality education, enabling every pupil to realise their full potential. We have also been recognised by Ofsted as a leading academy sponsor, securing rapid and sustainable improvement through the research and application of best practice across operational areas.

The combination of autonomy and collaboration across key areas of leadership and management underpinned by shared vision, values and best practice positions L.E.A.D. as a truly unique Academy Trust.

To view our 'L.E.A.D. Family Brochure' please visit:

[www.leadacademytrust.co.uk](http://www.leadacademytrust.co.uk)

To see the wonderful achievements, proud moments and diverse events happening across our Trust please follow our twitter account:

**@LEADAcadTrust**





## Job Profile

**Role: Headteacher**

**Salary: L18 – L24**

**Reporting to: Director of Schools**

### 1. Strategic Purpose

- To provide inspirational, creative and professional leadership and management for the academy
- To establish high quality systems and policies in all areas of the academy's work
- To establish high quality education through effective leadership of teaching and learning
- To establish a culture that promotes excellence, equality and high expectations of all pupils
- To ensure that strategic planning is informed by rigorous self-evaluation and that it continuously improves learning and pastoral outcomes
- To establish and develop genuine partnerships to support the work of the academy and Trust
- To ensure that the academy provides a safe and happy environment that promotes the welfare of children
- To ensure all safeguarding and child protection policies are adhered to

### 2. Core Responsibilities

#### Strategic direction and development of the school

- Provide inspiring, creative and purposeful leadership for the staff and pupils/students.
- To work in partnership with the Trust, the governing body, staff and parents, generating the ethos and values which will underpin the academy.
- To co-create and implement a Development Plan which will secure continuous academy improvement and support the principles of LEAD Trust
- To monitor and evaluate the performance of the academy and respond and report to the governing body and the Trust as required.
- To ensure that management, finances, resources and administration of the academy supports its vision and aims and maximises value for all pupils/students.
- To ensure that policies and practices take account of national, local and academy requirements and apply sound educational practice through evidence based pedagogy.
- To regularly monitor, evaluate and review the impact of policies, priorities and targets and take action if necessary.

- To inspire all those involved in the academy to commit to its aims, stay motivated to achieve them and involved in meeting long, medium and short term objectives to secure the educational success of the academy.
- Develop an outward facing academy to collaborate with other academies in the Trust, parents, the wider community and partners to champion best practice and enhance the education and safeguarding of pupils/students

### **Teaching and learning**

- Continue to maintain an environment that promotes and secures outstanding teaching, effective learning and high standards of achievement, behaviour and attendance.
- Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- Ensure that pupils/students develop study skills in order to learn more effectively and with increasing independence.
- Determine, organise and implement a policy for the personal, social and moral development of pupils/students.
- Monitor and evaluate the quality of teaching and learning and achievement of all pupils/students through appropriate methods.
- Determine and implement policies which ensure inclusion, diversity and equality of access.

### **Leading and managing staff**

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.
- Promote and monitor the continuing professional development of all staff.
- Hold staff to account for their professional conduct and practice, as specified in the Terms and Conditions of Service of teachers.
- Ensure that a deputy Headteacher or suitable person, assumes responsibility for the discharge of the Headteacher's function at any time when absent.

### **Efficient and effective deployment of staff and resources**

- Work with governors and senior colleagues to recruit, retain, deploy and develop staff of the highest quality.
- Make arrangements for the security and effective supervision of the academy buildings, their contents and the grounds.
- Set appropriate priorities for expenditure, allocation of funds and effective administration and control.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, health and safety regulations and community use.

- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

### Accountability

- Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the academy.
- Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, the Trust, parents, OFSTED and others to enable them to play their part effectively.
- Ensure that parents/carers and pupils/students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- Carry out any such duties as may be reasonably required by the Governing Body.





## Headteacher Person Specification

The person specification lists the competencies expected of an experienced/fully trained [Position]. The two right hand columns provide guidance for the appointment of new [Position]. (E = Essential criteria, D = Desirable criteria)

		E	D
Qualities and knowledge	The Headteacher should be able to provide evidence of the following:		
	<ul style="list-style-type: none"> <li>Promotes a strong culture of collaborative working where every member of staff is valued as an essential member of the team and can fulfil their potential</li> </ul>	E	
	<ul style="list-style-type: none"> <li>Communicates compellingly the school's pupil/student centred vision and drives strategic leadership, empowering all pupils/students and staff to excel</li> </ul>	E	
	<ul style="list-style-type: none"> <li>Sustains wide current knowledge and understanding of national and local education and school systems within a clear set of principles focused on the school/academy's vision, values and moral purpose</li> </ul>	E	
	<ul style="list-style-type: none"> <li>Demonstrates optimistic personal behaviour, positive relationships and attitudes towards all members of their school community</li> </ul>	E	
	<ul style="list-style-type: none"> <li>Leads by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them</li> </ul>	E	
Qualifications and experience	The Headteacher should have:		
	<ul style="list-style-type: none"> <li>Qualified teacher with QTS</li> </ul>	E	





	<ul style="list-style-type: none"> <li>• Experience of senior school leadership within the primary/secondary phase</li> </ul>	E	
	<ul style="list-style-type: none"> <li>• Has undertaken recent and relevant further professional development</li> </ul>	E	
Pupils and Staff	The Headteacher should be able to produce evidence of:		
	<ul style="list-style-type: none"> <li>• Develops in pupils/students a love of learning and a sense of inner confidence and self-belief that enables them to achieve high standards, overcoming disadvantage and advancing equality</li> </ul>	E	
	<ul style="list-style-type: none"> <li>• Promotes an environment that values the success and sense of wellbeing of each pupil/student, focused on safeguarding and developing their spiritual, moral, social and cultural development and exemplary behaviour</li> </ul>	E	
	<ul style="list-style-type: none"> <li>• Secures excellent teaching through an understanding of how pupils learn and of the core features of successful classroom practice and curriculum design</li> </ul>	E	
	<ul style="list-style-type: none"> <li>• Establishes an educational culture of 'open classrooms' as a basis for sharing best practice within and between academies/schools, drawing on and conducting relevant research and robust data analysis</li> </ul>	E	
	<ul style="list-style-type: none"> <li>• Creates an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other through performance management processes</li> </ul>	E	
	<ul style="list-style-type: none"> <li>• Identifies emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning</li> </ul>	E	
	<ul style="list-style-type: none"> <li>• Holds all staff to account for their professional conduct and practice</li> </ul>	E	





Systems & Process	The Headteacher should:		
	<ul style="list-style-type: none"><li>• Delegate leadership throughout the organisation, including governors, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decisions</li></ul>	E	
	<ul style="list-style-type: none"><li>• Demonstrate an understanding of the statutory, financial and budgetary processes required in the management of a school/academy, including Best Value measures</li></ul>	E	
	<ul style="list-style-type: none"><li>• Would be able to build upon current academy improvement plans</li></ul>	E	
The self-improving school system	The Headteacher should:		
	<ul style="list-style-type: none"><li>• Maintains an outward-facing school/academy which works well with other schools and organisations</li></ul>	E	
	<ul style="list-style-type: none"><li>• Seeks opportunities to invite parents, carers, community figures, businesses and other organisations into school/academy to enhance learning</li></ul>	E	
	<ul style="list-style-type: none"><li>• Lead entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability</li></ul>	E	



## How to Apply

Please visit <https://www.leadacademytrust.co.uk/vacancies> to apply.

**Closing Date:** Monday 16<sup>th</sup> September 2019 at 9am

First stage interviews will be held at Witham St Hughs on Thursday 19<sup>th</sup> September and second stage at The Ropewalk on Monday 23<sup>rd</sup> September.

The L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



**L.E.A.D. Academy Trust**  
**Lead • Empower • Achieve • Drive**

L.E.A.D. Academy Trust  
5a The Ropewalk  
Nottingham  
NG1 5DU

**Email:** [admin@leadacademytrust.co.uk](mailto:admin@leadacademytrust.co.uk)

**Telephone:** 0115 822 5440