



Maritime  
Academy  
Trust

Some text

# Recruitment Pack

## Executive Headteacher

# Introduction

## Executive Headteacher - An Exciting Role Within The Academy Trust

Leadership is the key to a school's success. Are you a current Headteacher who is ready and excited by an opportunity to lead two schools and make a difference in the lives of families and children across North Greenwich - I believe this role is attractive to you.

Being an Executive Headteacher at Maritime means you have the opportunity to play a lead role in school improvement. Working with other Headteachers and Executive Headteachers in the Trust you will be influencing the outcomes of over 4,000 pupils across four boroughs.

We will support you through working with other Executive Headteachers and the central Education Team; together developing, evaluating and strengthening teaching and learning, curriculum and pupil outcomes at each school.

Furthermore, being part of the Maritime team you will be supported by the Finance and HR departments, Estates and Marketing leaders and work in partnership with an Education Research Team including Trust SEND, CPD and Assessment leads.

The post is competitively salaried as a Group 5 school equivalent (L25-L31) and is an excellent opportunity to further your career into Executive Leadership and we look forward to hearing from you.

Visits to the Maritime schools are encouraged, as well as us receiving an invite to visit your current school welcome? These can be arranged by emailing Matthew Bulpitt Deputy CEO on [mbulpitt@maritimeacademytrust.org](mailto:mbulpitt@maritimeacademytrust.org)



Nick Osborne, Chief Executive Officer

We are proud of how far we have come, but more than that, we are excited about where we are going.

We are passionate about breaking barriers for children and helping them realise they are capable of incredible things. We expect the same of ourselves -- thinking outside the box and achieving creativity through problem-solving. We are relentlessly focused on building a brilliant organisation to help build a solid start in life for every single one of our pupils.



Tiffany Beck, Chair of Trustees

# Background

Maritime Academy Trust began as a partnership of three schools in Greenwich. The impact of our partnership work was striking – our schools transformed through targeted collaboration, innovative ideas and an entrepreneurial curriculum, firmly embedded in knowledge, that builds leadership and life skills into children. To secure this collaboration for the future, we created Maritime in 2016. Since then, our Trust has grown in strength, capacity and expertise.

We now serve 4000 pupils and 700 staff in thirteen schools across Greenwich, Bexley, Kent and Medway. We support the development of our schools in all aspects of education, finance, HR, IT, estates, operations and governance.

Our role as a Trust is to ensure meaningful collaboration drives improvement, innovation and efficiencies across the schools, enabling headteachers to focus on teaching and learning so every pupil can thrive.



# Maritime Mindset

We created Maritime around an idea - that education should be meaningful, that children should love learning, and that everyone who works with us should feel they make an impact. We believe in preparing children for a future we can't even imagine yet - through the life skills in a knowledge-rich, entrepreneurial curriculum: critical thinking, collaboration, creativity, character, citizenship, and communication. This is how they'll be able to adapt in an ever-changing world. Children celebrate their learning through their Big Outcomes.

We work together across our Trust through our Maritime Behaviours which frame our approach to every day, every opportunity and every challenge: collaboration, adaptability, supportiveness & trust, humour & positivity, humility & honesty, and creativity & innovation.

Each of our schools is different, but they do share three main things:

- A belief in a curriculum that is engaging for children and challenges them to develop skills as well as knowledge.
- An expectation of outstanding behaviour in school so children feel safe and are in an environment which helps them learn to the best of their ability.
- A strong belief in collaboration, looking to learn from each other and also willing to support others when they are in need.



# Our Academies

Our academies are located across London and the South East.



Barnsole Primary School



Bligh Infant & Junior School



Brooklands Primary School



Danecourt School



Ebbsfleet Green Primary School



Featherby Infant & Junior School



Greenacres Primary School



Hook Lane Primary School



Millennium Primary School



Nightingale Primary School



Timbercroft Primary School

# Your Maritime Benefits

The Maritime Academy Trust is able to provide our children with a phenomenal education because we employ the very best Teachers and Support Staff, who share our vision, values and behaviours. We want our employees to feel valued and offer a competitive package of benefits.

National Terms & Conditions



Mental Health First Aiders



Enhanced maternity & paternity benefits



CPD & Progression opportunities



Early salary access & financial advice



Interest free Travel Work Loans



Access to face to face counselling sessions



Annual Flu Vaccinations



Eyecare Vouchers



Local Government & Teachers Pensions Schemes



Cycle to Work Scheme



Comprehensive Employee Assistance Programme



## Application Guidance

Thank you for your interest in working with the Maritime Multi-Academy Trust. This Application Guidance has been developed to help you to complete your application. Please take a few minutes to read through the information before filling out the application form.

Your application will be your first point of contact with the Trust. The content of your application will determine whether or not you will be invited to interview, therefore it is essential that you complete it as fully as possible. We will not make any assumptions about your abilities and do not take into account any previous applications.

CVs are not acceptable in the place of a completed application form and all candidates are required to address the criteria on the person specification for the post. However, you may submit a CV in addition to your completed application form.

### **Personal Details**

Enter fully and clearly your name, address and telephone number(s) so that you can be easily contacted in the event that you are shortlisted to attend an interview.

### **Employment**

State clearly your current or most recent employer's name and address. Include details of the post held and (if applicable) reason for leaving.

### **Previous Employment**

Enter names and addresses of all previous employers, starting with the most recent. You can also include work experience placements, holiday jobs or voluntary work in which you have developed skills relevant to the job you are applying for. It is very important that you complete this section in chronological order, and detail accurately any gaps between employment and other activities.

### **Education**

Provide full details of your education at secondary level and above along with details of degrees/diplomas and any other qualifications, including those that you are currently studying for. Make sure you give all the information required, including levels and grades of any examinations taken. If a required qualification has been specified for the role, make sure you give all the information required and levels of any examinations taken. You will be expected to provide documentary evidence if you are invited for an interview.

### **Supporting Statement**

This section is very important. It gives you the opportunity to detail why you feel you are the best person for the job and why you are applying, and is the key information that is used for shortlisting. Before completing this section refer to the Job Description and Person Specification for the role.

## Application Guidance

Add short Focus on how your skills, knowledge and experience meet each role requirement, detailed in the person specification giving specific examples. In completing this section you may refer to both paid and voluntary work and your experience within any school or any relevant experience outside

### Referees

Provide the names, addresses and email addresses of two people who are willing and able to provide references in support of your application. One of these must be your current (or most recent) employer.

If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. Please note that family members, friends and relatives are not acceptable

Referees will be asked about past disciplinary actions or allegations excluding those that were deemed to be unfounded, unsubstantiated or malicious when assessing your application.

### **If you are subsequently made a conditional offer of employment, further information may**

#### Eligibility to Work in the UK

If you are selected to attend for an interview you will be asked to provide documentary evidence of your right to work in the UK.

### **Declarations**

If you are appointed, you will be required to complete an Enhanced Disclosure and Barring Service (DBS) application. The DBS will provide a report to you confirming whether you have any history of criminal convictions, including cautions and

### **All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means you must declare all convictions,**

The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

We need to know if you have a close relationship with and/or are related to any employee, governor or anyone else connected to the school, in order to ensure a fair selection process.

If you have a disability please provide details of any adjustments that you will require if shortlisted for an interview. Any details you provide regarding a disability will be dealt with sensitively and will only be disclosed to staff involved in the selection process when it is considered appropriate and necessary.

## Application Guidance

Before submitting your application form ensure that you take time to read it through to check for any errors or omissions. You may find it useful to keep a copy of your submitted application form to refer to if you are short listed for the post you are applying for. Your completed application must be submitted before the specified closing date.

### Next Steps

You will be notified as to whether you have been shortlisted to attend an interview. It is the policy of the Trust that feedback is not provided to candidates at the shortlisting stage

### Online Checks

In line with KCSIE 2023 guidance, as part of the shortlisting process, the Trust reserves the right to conduct an online search on shortlisted candidates as part of our due diligence and to share any pertinent information found concerning a candidate's suitability to work with children with Hiring Managers to be discussed at interview stage

### Safeguarding

It is an offence to apply for a job if you are banned from working with children. Please see our policy statement on the recruitment of ex-offenders

Maritime Trust and its schools are committed to recruiting with care and safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to a satisfactory DBS check. A copy of our policy on the recruitment of ex-offenders can be [found here](#)

A copy of the Maritime safeguarding policy is [available here](#)

Shortlisted applicants will be asked to complete a criminal history declaration before interview. [Privacy](#)

A copy of our privacy statement for job applicants can be found [here](#)

**Maritime Academy Trust embraces diversity and equal opportunity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives and skills. The more inclusive we are, the better our work will be.**

# Job Description

Job Title:	Executive Headteacher
Grade:	Commensurate to the HT pay range for the school group calculated on total FE of the schools responsible (+15% increase in pupil numbers)
School/Team:	
Reporting To:	Deputy CEO
Direct Reports:	Head of School

## Purpose of Job:

In addition to the Conditions of Employment for Headteachers laid down in the most recent version of the School Teachers' Pay and Conditions Document: To provide strategic leadership and hold overall accountability for direction, standards achieved and quality of teaching and learning in more than one Maritime Academy Trust School.

In order to:

- Provide the leadership and management which enables Maritime Academy Trust Schools to provide every pupil with a high-quality education which promotes the highest possible standards of achievement and well-being.
- Lead and manage the performance and development of the Head of School in each Maritime Academy School.
- Secure robust systems of leadership and accountability in each Maritime Academy Trust School.
- Secure the long-term success of more than one school by maximising the skills and resources held across schools.
- Be responsible for the school improvement systems and professional development opportunities across all schools within a Regional Hub working in conjunction with other Maritime Academy Trust Schools that you are not directly accountable for.
- Actively seek and share outstanding practice within and beyond Maritime Academy Trust Schools.

# Job Description

## **Leading teaching and learning, ensuring high pupil outcomes and standards across the Maritime Academy Schools:**

- Ensure schools have clear and effective approaches to teaching and learning.
- Ensure the continuous and consistent focus on pupils' achievement, using data and benchmarks to monitor progress at each school.
- Set high expectations and set stretching pupil achievement targets for each of the Maritime Academy Schools you are responsible for.
- To be able to take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Be system led in ensuring that each Maritime Academy Trust School effectively monitors, evaluates and reviews subject leadership and classroom practice
- Be the champion for improvement strategies, ensuring that robust expectations for each level of leadership are clear.
- Robustly tackle under-performance at all levels across the Academies.

## **Developing self and working with others:**

- Ensure the development of, and maintenance of, effective strategies and procedures for staff induction and professional development
- To implement and sustain effective systems for the management of staff performance, incorporating systems for performance review and line management.
- Support Heads of Schools in leading any staffing changes in the School.
- Undertaking effective planning with each Headteacher to ensure that the staffing needs for the school are proactively identified and that plans are in place to ensure appropriate succession.
- Promote and maintain a culture of high expectations for self and others.
- Ensure effective planning, allocation, support and evaluation of work of all staff teams and individuals within each Maritime Academy Trust School.
- Regularly review own practice, set personal targets and take responsibility for own professional development.

## **Managing the organisation**

- Ensure the ongoing development of an organisational structure which reflects the Trust's values and enables effective and efficient operations.
- Ensure evidence-based improvement plans and policies to promote continuous improvement.
- Effectively and strategically manage the human, financial and physical resources of

# Job Description

- Recruit, retain and deploy staff appropriately. Securing accountability
- Driving collaborative work between Academies and across the wider Trust.
- Ensure individual staff accountabilities are clearly defined, understood, agreed and recorded.
- Work with the Local Academy Council to enable it to meet its statutory responsibilities and those defined in the Maritime Academy Trust Scheme of Delegation.
- Ensure every individual child has access to high quality teaching and learning

## **Accountability**

- To be accountable for the efficiency and effectiveness of the schools to the Trust board, LAC, pupils, parents, staff, local employers, and the community:
- To liaise and co-operate with the MAT's Education Team, the MAT's Headteachers and senior leaders in the evaluation, monitoring and review of schools.
- To provide information, objective advice, and support to the Trust Committees to enable them to meet their responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money.
- To report to the LAC and Trust Board on the discharge of the Head of School's leadership and management of their schools.
- To create and develop an organisation in which all staff recognise that they are accountable for the success of the schools.
- To present a coherent and accurate account of the school's performance to a range of audiences, including parents, LAC, the Trust board, the local community, Ofsted, and others, to enable them to play their part effectively.
- To ensure that parents and pupils are well-informed about the curriculum, attainment, and progress and about the contribution that they can make to achieving the school's targets for improvement.

## **Pupil Care and Safeguarding**

- To arrange for effective admission and induction of pupils entering the schools and transferring to secondary school.
- To determine, organise and ensure that all aspects of Keeping Children Safe in Education are followed at each Maritime Academy Trust School. Including ensuring that DSLs, DDSLs have the appropriate training and professional development in order that Safeguarding is well managed at each school.
- To determine and ensure that each school has means to promote outstanding behaviour among pupils.

- To manage formal complaints received at each school in conjunction with the Trust's complaints procedure.
- To ensure the effective management of individual behaviour cases, including the decision to exclude pupils in accordance with provisions of the latest legislation.

#### **General**

- To undertake any other work appropriate to the level and general nature of the post's duties.
- To undertake all duties with due regard to the provisions of health and safety regulations and legislation, the Trust's Equal Opportunities, Data Protection and statutory obligations in respect of safeguarding children.

## Person specification

**Method of Assessment:** AF = Application Form, T = Test, P = Presentation, I = Interview

**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

Criteria	Method of Assessment	Essential/ Desirable
<b>Knowledge &amp; Experience</b>		
Qualified Teacher Status	AF	Essential
A clear vision and understanding of the needs of primary age children, including those with special needs.	AF/I	Essential
Knowledge of the structure, delivery and content of the curriculum for 4 – 11-year olds	AF/I	Essential
Evidence of relating performance management to staff.		
Knowledge of frameworks for inspection	AF/I	Essential
Knowledge of all current and best practice safeguarding procedures	AF/I	Essential
	AF/I	Essential
Successful experience as a headteacher	AF/I	Essential
Experience of the successful management of change which has resulted in raising standards.	AF/I	Essential
	AF/I	Essential
Experience of leading, developing and managing staff.	AF/I	Desirable
Effective financial Management	AF/I	Essential
Curriculum Management – planning, teaching & assessment	AF/I	Essential
	AF/I	Desirable
Experience of leading a school through inspection	AF/I	Desirable

## Person specification

Skills and Abilities		
Demonstrate excellent interpersonal skills and an approachable style of leadership.	AF/I/P	Essential
Skills in motivating staff to maintain outstanding standards.	AF/I	Essential
Ability to communicate effectively in a variety of ways and situations across the Trust.	AF/I	Essential
Ability to build on current achievements and continue to raise standards.	AF/I	Essential
Ability to share a clear vision across the Trust/Schools	AF/I	Essential
General		
Commitment to the highest standards of child protection and safeguarding.	AF/I	E
Understanding of and commitment to the Trust's/School's equal opportunities policies and ability to put into practice in the context of this post.	AF/I	E
Understanding of and commitment to the Trust's obligations in respect of the General Data Protection Regulations (GDPR) 2018.	AF/I	E



How to  
Apply:

Please apply online via My New Term,  
using the online application form.

Further  
Information:

Please visit the Maritime Academy Trust  
website

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Our safeguarding policy can be found on our website :  
**[https://www.maritimeacademytrust.org/docs/policies/Maritime\\_Child\\_Protection\\_and\\_Safeguarding\\_Policy\\_2021-2022.pdf](https://www.maritimeacademytrust.org/docs/policies/Maritime_Child_Protection_and_Safeguarding_Policy_2021-2022.pdf)**



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