



Sapientia Education Trust

CANDIDATE RECRUITMENT PACK

Headteacher

Old Buckenham Primary School and Nursery



SAPIENTIA
EDUCATION TRUST

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Dear Applicant,

I am delighted that you have shown interest in the Headship of Old Buckenham Primary School and Nursery. The school was judged to be 'Good' by Ofsted in 2019, but there is further work to be done to raise standards and outcomes, especially at KS2.

We are looking for the best possible Primary educationalist; someone with a passion for what they do, a sound understanding of how children learn and how best to create opportunities for them to do so. You will need to share our passion for and commitment to, Talk for Writing, Maths Mastery and have the skills and willingness to help us further develop a trust wide phonics strategy. You will need to be not only a team leader but a willing ready team participant within our group of peer Heads.

Our ideal applicant will be someone whose educational philosophy is derived from their own practice; someone who understands how to translate theory into practice and can demonstrate the impact of what they have done to date.

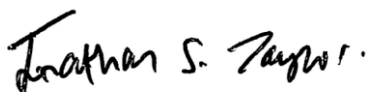
Our Trust is energetic and has already secured significant improvements across the schools that have joined us. We are a restless organisation, always looking to be better and seeking to improve upon our strategies and practices.

We currently have 13 schools with a new 2 form entry primary school due to open in Wymondham in September 2020. This includes Old Buckenham High School, enabling opportunities to innovate and collaborate to ensure a smooth transition from KS2 to KS3. We have a well embedded culture of collaboration across schools in the Trust with strong networks across our Primary Phase. In addition, we have a raft of central services to support Heads and that includes a full time Director of Primary Improvement and an experienced Executive cluster lead to support school improvement. Although aspects of your role will be new to you, this may even be your first Headship, you will never be alone or isolated.

Our vision is to provide a world class education, locally enabling pupils to flourish. The successful applicant will join a highly regarded local Trust, with a strong commitment to staff development and lead a school that has committed staff and a desire to further improve.

If this excites you, please apply.

Best wishes



Jonathan Taylor
CEO

Background Information

OBPS is a one form entry primary school with 217 on roll. This includes a nursery with 22 children. The School has been judged as 'Good' by Ofsted in its last two inspections and joined Sapientia (SET) in 2016.

Since 2016 standards have improved. KS1 and Phonics screening results are at least in line with national levels and KS2 combined results had a three-year rising trend (42%, 55%, 60%) until Summer 2019 where outcomes dipped. This was expected, although the dip was deeper than anticipated. Progress levels have improved over time in reading but remain lower than our expectations at KS2 in all three areas. Greater depth is an issue that also needs focus. The strong foundations that are now in place lower down the school should significantly benefit cohorts coming through.

The School is fully staffed, with a hardworking and committed staff team. The curriculum is well planned, broad and balanced. Facilities are good and staff benefit from access to a wide range of networks and training opportunities. Pupils access a wide range of extra-curricular and enrichment activities.

Pupils are very well behaved and keen to learn.

It is our view that all the ingredients are in place for the school to push on and flourish. We now need a leader with the expertise and drive to lead the staff team to raise standards further and to achieve our vision of providing a world class education, locally.

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Our Trust

The Sapientia Education Trust was established in 2016 with the purpose of bringing like-minded schools together to work in partnership to deliver the highest standards of education to young people in Norfolk and Suffolk. The term 'Sapientia' comes from the motto of the founding school, Wymondham College and means wisdom.

We are committed to delivering high academic standards in our schools, combined with a view of education that is child-centered and holistic. Our schools have a strong commitment to personal development and extra-curricular activities are strongly promoted.

Our work is cross-phase and involves a strong commitment to staff development and on-going professional learning for all staff in our schools. We believe that collaboration and partnership work help raise standards and we work with a range of schools within and beyond the Trust.

The Trust provides a range of services to support our schools. This includes established HR, Finance, Health & Safety and Estate teams. In addition, we have a Central Education Team providing specialist support to help raise standards further.

Our philosophy is to work to support school leaders, so that more of their time can be spent on the core business of delivering a world class education, locally.

Our member schools:

Framingham Earl High School

Old Buckenham High School

Stradbroke High School

Wymondham College

Burston Primary School

Seething & Mundham Primary School

Ghost Hill Infants & Nursery

Old Buckenham Primary and Nursery

Great Hockham Primary School

Surlingham Primary School

Rockland Primary School

Tivetshall Primary School

White House Farm Primary School (opened September 2019)

(Wymondham College Prep School – to open 2020)

Job Description:

HEADTEACHER

Job Purpose

- The core purpose of the Headteacher is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.

Line Manager

Executive Head Teacher

General Responsibilities

- Be an outstanding teacher and an inspirational leader;
- Have a proven track record of success, and raising pupil attainment across the Primary sector;
- Ensure high-quality teaching and learning is delivered to all pupils; ensuring strong outcomes
- Deliver staff training, CPD and INSET as part of the Sapientia Education Trust (SET) CPD programme;
- Develop meaningful partnerships within our Trust;
- Understand changes in the new primary curriculum;
- Be organised, energetic and passionate about working with the Trust and Teaching School Alliance;
- Be committed to the SET ethos of high expectations and our commitment to extended learning;
- Have the resolve to make a real difference to the lives of learners;
- Be a committed team player;
- Be flexible and willing to accept other tasks as assigned;
- Widen community engagement ensure effective partnerships



Specific Responsibilities

Strategic Direction and Development:

- To be accountable for improving outcomes for young people;
- To provide strategic direction and leadership to OBPS;
- To develop a clear vision for the School;
- To develop a positive, high achieving ethos;
- To secure long-term success by maximising potential through the skills and resources held within the academy;
- To build leadership capacity at all levels through actively developing staff;
- To ensure that resources, human, financial and material, are used efficiently to achieve maximum value for money;
- To promote the highest possible standards of achievement and well-being for pupils;
- In conjunction with SET Finance, ensure curriculum-led financial planning to ensure the equitable deployment of budgets and resources are in the best interests of pupils' achievements and the academies' sustainability;
- To follow SET performance management processes to ensure processes are fair and transparent for managing the performance of all staff, address any under-performance, support staff to improve and value excellent practice;
- To ensure that School documentation, including the SEF, school development plan, action plans, information for the LGB, information for staff, information for parents and pupils, including those on the website are produced in a timely manner;
- To attend LGB meetings;
- To secure the commitment of staff, pupils, parents and the wider community to the vision and direction of the Primary School;
- To develop positive relationships with key partners to ensure good collaborative working;
- To ensure that safeguarding and protecting children is a core priority to the School's work within a culture of vigilance.



Teaching and Learning:

- To promote and secure good teaching, effective learning, high standards of achievement, good behaviour and discipline within a safeguarding culture;
- To demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes;
- To monitor and evaluate the quality of teaching and standards of learning and achievement of pupils, including those with special educational needs, in order to set and meet challenging and realistic targets for improvement;
- To ensure the effective use of data to raise standards;
- To ensure the maintenance of effective partnerships with parents to support and improve pupils' achievements and personal development;
- To ensure a range of community-based learning experiences.

Leading and Managing Staff:

- To ensure the highest standards of work are achieved and maintained by staff;
- To set high expectations and stretching targets for the school community;
- To undertake the performance management of the Teachers;
- To oversee the implementation and maintenance of effective systems for the management of staff performance;
- To ensure the tackling of under-performance at all levels;
- With the LGB, participate in the selection, appointment and induction of the teaching and support staff as appropriate to ensure that appointees have the potential to achieve the aims of the Trust;
- To monitor the leadership, management and organisation of the curriculum and its assessment in order for areas for improvement to be identified;
- To monitor effectively the attainment and progress of all pupils;
- To oversee the effective deployment and management of all teaching and support staff;
- To ensure that all staff are enabled to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs.

Efficient and Effective Deployment of Resources:

- To ensure the setting of appropriate priorities for expenditure and to ensure effective administration and control;
- To ensure the effective management and organisation of school premises to ensure that the needs of the curriculum and health and safety requirements are met;
- To monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money alongside the Trust.

Safeguarding:

- Line management and responsibility of the schools designated safeguard lead.
- To ensure that safeguarding practices secure the safety and welfare of all pupils;
- To monitor safeguarding policies and procedures as appropriate;
- To provide advice and support to teachers liaising with the Trust safeguarding lead, the local authority and working with other agencies as necessary in order to ensure child protection concerns are dealt with promptly and effectively;
- To ensure that all staff and volunteers are able to raise concerns about poor or unsafe practice with regard to children.



Accountability:

- To ensure that teachers and all staff recognise that they are accountable for the success of the Primary School and the Sapientia Education Trust;
- To present a coherent and accurate account of the performance of the Primary School as appropriate in a form to a range of audiences;
- To ensure that parents and pupils are well informed about the curriculum, attainment and progress, and about the contribution that they can make to achieve the targets for improvement.
- Employees will be expected to comply with any reasonable request from the CEO / Deputy CEO to undertake work of a similar level that is not specified in this job description.

Person Specification

Qualifications

- Qualified to degree level. **(E)**
- Qualified Teacher Status. **(E)**
- Evidence of appropriate professional development. **(E)**
- Willingness to continue professional development. **(E)**
- NPQH or equivalent. **(D)**
- Hold a full driving licence. **(E)**

Experience

- Experience of management of a core curriculum area and/or a Key Stage. **(E)**
- Clear evidence of leading a team to accelerate progress. **(E)**
- Existing senior leader within a primary setting. **(E)**
- Effective leadership, with clear evidence of impact. **(E)**
- Outstanding classroom teacher. **(E)**
- Strategic vision for raising standards in the Primary sector. **(E)**
- Ability to manage change. **(E)**
- Ability to develop effective relationships and teams. **(E)**
- Strong interpersonal skills. **(E)**
- Ability to prioritise, meet deadlines and work under pressure. **(E)**
- Experience of raising academic standards. **(E)**
- Experience of monitoring classroom performance. **(E)**
- Evidence of the impact of coaching/supporting individuals. **(E)**



Knowledge & Skills

- Lead, inspire, challenge and empower teams / individuals to perform outstandingly. **(E)**
- Ability to use comparative data, benchmarking and target setting data. **(E)**
- Ability to effectively evaluate and plan for improvement. **(E)**
- Knowledge of effective teaching, learning and assessment methods. **(E)**
- Understanding of effective leadership. **(E)**
- Knowledge of new technologies and MIS systems. **(E)**
- Knowledge and experience of tracking progress and attainment. **(E)**
- Demonstrate personal and professional integrity and an ability to model the values and vision of the school. **(E)**
- Excellent communication skills with a range of audiences. **(E)**
- Think strategically, build and communicate a coherent vision in a range of compelling ways. **(E)**
- Emotional resilience in working through challenges. **(E)**

Personal Attributes

- Passionate about education and educational issues. **(E)**
- Constant drive for improvement. **(E)**
- Ability and energy to inspire the best in others. **(E)**
- Exceptional personal integrity and character. **(E)**
- Evidence of commitment to significant continuous professional development. **(E)**
- Personal impact and presence. **(E)**
- Displays sensitivity. **(E)**
- Sense of humour and approachability. **(E)**
- Both a team player and a leader. **(E)**
- Displays Emotional Resilience. **(E)**
- Ability to motivate colleagues and students **(E)**



TERMS AND CONDITIONS

This post is offered on a full time, permanent basis.

Remuneration

Salary details: Competitive remuneration

All payments are pensionable under the Teachers' Pension Scheme.

Pre-employment Checks

All applicants must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

HOW TO APPLY

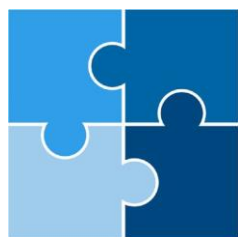
Pre application visit

If you would like to visit our school or would like further information please contact either Mrs Julia Humphrey, Executive Head Teacher on 01953 860380 or Richard Beastall, HR Officer , Sapientia Education Trust, Wymondham College, Norfolk NR18 9SZ Tel: 01953 609064 Email: hr@sapientiaeducationtrust.org

The closing date for applications is **3 February 12:00**.

Interviews to take place on 11 & 12 February 2020.

Sapientia Education Trust is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. Any offer of employment is subject to a satisfactory 'Enhanced with a Barred List Check' through the Disclosure and Barring Service.



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