





 **Welcome from the CEO**

Dear Applicant,

Thank you for taking an interest in the Head of School at Heaton Avenue Primary School which forms part Share Multi Academy Trust. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post. Please do not hesitate to contact us if you need anything further (or would like to visit before writing your application).

Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,



John McNally

CEO

SHARE Multi-Academy Trust is a charitable trust currently consisting of three secondary and five primary schools in West Yorkshire. Our schools are: Shelley College, Huddersfield; Heaton Avenue Primary School, Cleckheaton; Millbridge Junior, Infant & Nursery School, Liversedge; Cowlersley Primary School, Cowlersley; Royds Hall Community School (Royds Hall secondary, Beech Primary & Luck Lane Primary Schools), Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust.  As well was being part of the Trust, some of our schools are National Support Schools and National Teaching Schools and as such, we can offer our staff a wealth of career development opportunities and the support you need to enjoy your role.

More than 600 people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

If you share our passion for challenging, improving and making our schools the best they can be, we’d love to hear from you.

**Valuing People, Supporting Personal Best**

Whatever your role or whatever your career plans, we can help you achieve them.

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Our students, of course, are at the heart of what we do and it is essential, whatever position you are applying for, that you relate well to children and young people.



**Welcome from the Executive Headteacher – Michelle Lee**



Dear Applicant,

Heaton Avenue Primary School is an above average sized school that serves a mixed catchment area of Cleckheaton. We are part of the SHARE Multi-Academy Trust and a designated Teaching School working within the Green Light Teaching Alliance. This means we can offer the successful candidate access to a fantastic support network, CPD and opportunities to develop practice across the Trust.

We are a school which has an innovative curriculum that allows staff the flexibility to create an inspiring, exciting learning journey for all our children, enabling them todevelop into active citizens of the future, empowered to make their best contribution to society.

The Curriculum is developed in a thematic and practical way that engages both staff and children. We seek ways to make our curriculum even more interesting every year. Lessons are expected to be fascinating, engaging, exhilarating, and demand that pupils think for themselves whilst ensuring pupils see a purpose to their work. A wide range of learning styles are used ensuring personalised learning is at the heart of what we do.

The teams include teachers and support staff, all of whom work together to deliver the agreed curriculum to all the children. Together they assess pupils’ progress and achievement discussing each child and developing effective programmes to ensure each child’s self-confidence and self-esteem rise quickly, developing children's thirst for learning

We can offer a strong team spirit and very high staff morale, which has created an open and supportive environment where staff can be innovative in accelerating pupils’ learning.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.





Employee Benefit Schemes

**A world of benefits and reward for all staff!**

We believe in making the world a happier place to work. We do that by providing a package of flexible employee benefits, including:

* An attractive pension scheme for both Teaching and Support Staff.
* School’s Advisory Service – staff well-being support and medical cover, including amongst other things: counselling; physiotherapy; and operations.
* Share Academy Savers – the home of our employee benefits. Offering discounts on everything from groceries and shopping through to holidays, insurance, days out, restaurants and more.
* Salary sacrifice benefit schemes - salary sacrifice enables staff to give up some of the cash value of their pay to receive other benefits which saves on tax and national insurance. The Trust currently runs the following salary sacrifice schemes:
	+ Bikes – savings of up to 42% on the cost of a new bike.
	+ Computers – savings on the cost of Desktop machines, Laptops, Apple Products and software.

**SHARE Multi-Academy Trus****t**

**Head of Primary School**

**Role Profile**

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| ­Role Title | Head of School | ***Reporting to*** | Executive Head  |
| ***Section*** |  |  |  |
| ***Contract type*** | Permanent | ***Grade / Salary*** | L14 to L20 |

# Part A – JOB DESCRIPTION

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| ***Overall purpose of role*** | 1. To provide strategic leadership, vision and management in order to secure outstanding education for all of its pupils;
2. Ensure finances and other resources are used wisely, to provide the best quality education possible for pupils whilst securing the best possible value for money.
3. Work closely with local governors, to help them ensure financial resources are spent well and educational standards are as high as possible.
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| ***Safeguarding Requirements*** | This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household.Applicants MUST complete SHARE trust’s standard application form to be considered; will be required to provide evidence of identity and qualifications and offers of employment will be subject to satisfactory references. For applicants who work or have recently worked in a school, one of the references must be from the headteacher. |

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| ***Key Accountabilities*** |
| ***Qualities and Knowledge*** 1. Hold and articulate clear values and moral purpose, focused on providing a world class education for students.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, directors, governors and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity – using the expertise and skills of all federation leaders.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles centred on the trust’s vision, ably translating local and national policy into the school’s context.

***Pupils and Staff*** 1. 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.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils’ well-being.
3. Establish an educational culture of ‘open classrooms’ as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within the primary school in which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

***Systems and Process***1. Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in wider society.
3. Using trust-wide systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the local governing body in order to understand its role and deliver its functions effectively – in particular its functions to ensure strategic, curriculum-led financial planning so budgets and resources are deployed in the best interests of pupils’ achievements.

***Contribution to the self-improving school system***1. Help create an outward-facing school which works with other schools within the trust - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people’s lives and to promote the value of education.
7. Undertake any other reasonable task associated with the role of Head of School as determined by the Executive Headteacher.
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| ***Dimensions*** *(Financial/Statistical/Mandates/Constraints/No. of direct reports)* |
| * Budget of up to £XX million
* Staff of approximately
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| ***Work/Business contacts*** |
| **Internal:** Pupils, parents**,** leaders, teachers, support staff, governors, directors and members of Central Services within the MAT. |
| **External:** Department for Education, Local Authorities**,** External Agencies, Suppliers, Contractors. |

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| ***Expertise in Role Required (At selection - Level 1)*** | **Essential or****Desirable** |
| 1. Can demonstrate commitment to an educational vision and values which are in line with those of the trust.
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| 1. Successful experience as a Senior Leader (at least three years) in a good or outstanding school.
 | E |
| 1. Evidence of ability to lead strategically and work effectively with governors.
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| 1. Good understanding of statutory frameworks for academies, including financial regulations and the OFSTED handbook.
 | E |
| 1. Able to communicate effectively with different groups, including pupils, parents, staff and governors.
 | E |
| 1. Able to demonstrate impact of improvement work, e.g. through performance measures or OFSTED judgements.
 | E |
| 1. Proven record of building positive working relationships, able to secure the commitment of others to shared vision and values centred on providing the best possible experience for pupils.
 | E |
| 1. Can demonstrate an ability to secure the highest standards of teaching & learning, behaviour, pastoral care and outcomes for children and young people.
 | E |
| 1. Able to secure robust systems for managing resources to maximise impact.
 | E |
| 1. Possesses a strong understanding of how to keep children safe in education.
 | E |
| 1. Sound working knowledge of legislation that is relevant to schools, e.g. employment law, data protection, equality responsibilities.
 | E |
| 1. Evidence of relevant professional development, e.g. NPQH
 | E |
| 1. Able to think systematically, to introduce appropriate systems that are well understood by all stakeholders.
 | E |
| 1. Positive about working within a multi-academy trust, recognising the advantages partnership and willing to compromise approaches to support the wider success of the organisation.
 | E |
| ***Other (Physical, mobility, local conditions)*** |
| 1. Willing to travel occasionally between school sites.
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| 1. Willing to work flexible hours including evening meetings as required.
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| ***Expertise in Role - After initial development - Level 2*** |
| * Able to demonstrate a track record in helping school to improve rapidly.
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**Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. We recognise and welcome our responsibility to remove any barriers in our recruitment and selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.** **Candidates will be assessed against the job description and expertise profile from evidence provided in their application form, references and a selection process (including interview).** **Where criteria are to be identified through the selection process, this may involve written exercises, group discussions, presentations, interview etc.**

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| Signatures |
| Approved by : CEO  Approved by : Post Holder/or Representative  |





To apply, please complete an application form on the Tes website, which can be found on our career site here: <https://www.tes.com/jobs/employer/-1082675>

**Closing date: 16th January 2019**

