



Horizon
multi academy trust



Headteacher
Candidate Pack

Chief Executive Officer of Horizon MAT

Dear Applicant,

I would like to take this opportunity to thank you for looking into the opportunity of joining Horizon MAT as Headteacher.

We are a Multi Academy Trust in Plymouth currently consisting of nine schools which include, primary, infant and junior schools. These are Elburton, Ford, Hooe, Hyde Park Infant, Hyde Park Junior, Plaistow Hill Infant and Nursery, Pomphlett, Victoria Road and Widewell academies. Our schools come from across the City of Plymouth with a varied demographic.

We see Horizon as being a Trust determined to celebrate and promote the diversity that is Plymouth. The links and partnerships that the Multi Academy Trust has in the UK and worldwide supports and enhances this.

Horizon is committed to providing outstanding experiences for all pupils through a commitment to collaboration and co-operation. We believe in learning from each other and growing through the strengths that each academy has. Central to our structure is a Learning Board, where this commitment is embodied and enacted by our Headteachers.

Fundamentally, we strive for success for all and will not let social disadvantage be an obstacle to everyone succeeding. We know that with great leadership, inspirational teaching, caring pastoral and emotional support, hard work and determination, every child in every one of our Horizon family of schools will succeed. Our ambition is for every child to be nurtured, supported and developed to provide a range of opportunities enabling them all to thrive. One of our key strategic aims links to being a Trusted Employer. Within this we expect all of our staff to be nurtured for their future professional development providing opportunities to fulfill their career aspirations. We are also committed to supporting the well-being of our staff members.

We are looking to recruit an exemplary leader for Elburton Primary School, one of the founding schools of the Trust.. This is a superb school that has a passionate and committed team at all levels, who embrace any challenges that they face. We want to appoint a visionary leader who will embrace and work with this dynamic team, the strong governing body and school community. The Trust and school want to ensure that an inspirational person is appointed who will engage fully in the life of the school and the wider family of schools in Horizon. The exemplary leader must be able to continue the journey it is on, with the clear focus on excellence.

Elburton is at the heart of a real community and feels like a village on the edge of the City of Plymouth. It is supported by a wonderful community, parents who care and want to do all they can to be partners in their child's education. The Parent Teacher Association at the School is exceptional and enhances so many developments by the school, making the experience of the children for greater.

Once again thank you for taking an interest in this position, we look forward to receiving your application.

Best wishes

Maria Anderson
Chief Executive Officer of Horizon MAT





Chair of Trustees – Stuart Jones

I am delighted that you are requesting the details for the post of Headteacher with us at Horizon MAT.

The Trust is committed to enabling pupils to achieve in all areas. A vital part of ensuring this is outstanding governance, and as such we are committed as a Trust to ensuring that the whole is stronger than the sum of the parts.

We do this by working collaboratively across the Trust and ensuring that we are held, and hold ourselves accountable to a very high standard. The structures and functions of governance are vital in ensuring that pupils are kept safe and make progress both academically, socially and emotionally and that the Trust provides good value for money.

We aspire for;

- all schools to be rated Good and aspiring to Outstanding
- our schools to reflect the diversity of Plymouth, learning from and celebrating the differences of each school
- all pupils to have broad, balanced and enriched opportunities
- all schools to aspire for attainment measures above national averages and positive progress indicators

I started by being a governor twelve years ago at Hooe primary school and being part of its transition from LEA to a stand alone academy. Five years ago I was asked if I would be part of the governance team that helped create the Horizon MAT. I was asked to be chair of the organising board and subsequently the Trust board.

Anna Clooke - Chair of Governors at Elburton

At Elburton Primary School, we have a team of Governors who work closely with the Head Teacher and the school leadership team in order to continue to drive excellence in the achievements of our children, ensuring they all fulfil their potential. Through positive challenge, bringing our outside experiences in, and supporting the strategy of the school we look to help all the children at Elburton achieve their potential.



Our Governing Body comprises of Governors who bring different skills to our School, working together to provide independent oversight of the management and operation of the school, with the aim of improving the quality of education provided and raising standards.

The Governing Body carefully considers its role and input into the school. The governors have a high level of trust and confidence in the senior leadership team and see their role as a critical friend providing support and constructive challenge.



About Horizon MAT

The appointed Headteacher will be expected to be an enthusiastic and active advocate of the vision of the Trust and committed to collaboration and co-operation with their colleagues.

Horizon Multi Academy Trust consists of nine academies:

- Elburton Primary School Academy
- Hooe Primary Academy
- Pomphlett Primary School
- Widewell Primary Academy
- Ford Primary
- Plaistow Hill Infant School
- Hyde Park Infant
- Hyde Park Juniors
- Victoria Road Primary School

Horizon MAT's principle aim is:

To provide outstanding educational experiences for each pupil. We are determined to raise aspirations, opportunities and the standards of learning for all pupils.

This will be achieved as members of the Trust share the following values:

We believe that even better progress and attainment can be achieved through strong collaboration between schools across the city. In the Horizon MAT school leaders and governors will come together to share strategic thinking and expertise. By combining talents and skills we will support each other during challenging times.

Expertise will be shared across the schools ensuring that all schools have access to outstanding practice. The Horizon MAT will look to fund specialist teachers to work across all schools to provide richer curricular experiences for our pupils.

There will be opportunities for shared professional development, whether led internally or inviting in outside bodies. We would use professional development time to moderate between the year groups of the differing schools and shared subject expertise.

We believe that the Horizon MAT will enable the schools to tackle recruitment challenges and retain and develop staff from Initial Teacher Training to senior leadership. The MAT will encourage retention of staff through providing new opportunities, and plan effectively for succession.

As a Trust we will benefit financially as school budgets shrink. We will look to economies of scale, collective purchase and other financial efficiencies to achieve this.

All of this will be achieved while retaining and celebrating the unique ethos and nature of each Trust school.

Vision, Aims and Objectives

The Trust is committed to providing outstanding educational experiences for each pupil. We are determined to raise aspirations, opportunities and the standards of learning for all pupils.

- We believe that even better progress and attainment can be achieved through strong collaboration. In the Horizon MAT school leaders and governors will come together to share strategic thinking and expertise. By combining talents and skills we will support each other during challenging times.
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The Strategic Aims of the Trust



1. Educational Excellence

- Our pupils value learning with high quality teaching provided for all
- All schools to be judged at least good OfSTED judgements
- Achievement indicators for Horizon Trust in attainment and progress show a trajectory of improvement for all groups over time

2. Support and Challenge

- Ensure effective and robust governance structures at all levels supporting and challenging school performance

3. Trusted Employer

- Our staff are nurtured for their future development
- The well-being of all staff is ensured

4. Efficient and Effective

- "To have the right people in the right place at the right time"
- Resources are used effectively and shared to achieve best value in creating a positive and sustainable learning environment.

5. Serving Unique Communities

- Engage with local communities, businesses and other education providers to remove barriers to learning and raise aspirations for our pupils.

Headteacher – Job Description

Accountable to: Horizon Multi Academy Trust, Elburton Local Governing Board. CEO

This appointment is with the Horizon Multi Academy Trust through the local governing body of the Elburton Primary School Academy.

The job description reflects the National Standards of Excellence for Headteachers (2015). The Standards embody three key principles, namely that the work of headteachers should be: learning-centred, focused on leadership and reflect the highest possible professional standards.

The appointment is subject to the current conditions of employment of Headteachers, contained in the School Teachers' Pay and Conditions document, other current educational and employment legislation, including the including that of the Department for Education Teaching Agency. In carrying out his/her duties, the Headteacher shall consult, where appropriate, with the CEO, the members and directors of the Multi Academy Trust, the local governing body, the local authority, the staff of the academy, its pupils and the parents of its pupils.

Core Purpose:

1. The Headteacher has responsibility for delivering strategic vision for Elburton School and will support and promote the vision and direction of the Academy to enable the provision of high quality education for its pupils. He/she will challenge underperformance at all levels and ensure effective action is taken and monitored.
 2. The Headteacher will lead and manage the Academy on a day to day basis, will manage the leadership team of the Academy and is the first point of contact for all stakeholders and external agencies in relation to the Academy.
 3. The Headteacher will be an ambassador for the Academy and the Horizon Multi Academy Trust and will promote, raise and maintain its profile in the wider community.
 4. The Headteacher is the leading professional in the school. They are accountable to Horizon MAT, Elburton Local Governing body and CEO, working with and through others, securing the commitment of the wider community to the Academy by developing and maintaining effective partnerships. Through such partnerships and other activities, The Headteacher will play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards across the MAT.
 5. The Headteacher will be responsible for the day to day internal organisation, management and control of the Academy. In carrying out their duties they will consult, liaise and work in partnership with the CEO.
 6. The Headteacher will be closely involved with the Horizon MAT, Local Governing Board and the CEO in recruiting, retaining and deploying staff appropriately so that goals and targets for the Academy can be achieved.
 7. The CEO has overall and strategic responsibility for the Academies and will support and advise the Headteacher. As employees of the Horizon MAT, staff may be required, for specific purposes, to work at any Academy across the Multi Academy Trust.
- To produce, monitor and evaluate a school development plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.
 - To secure the commitment of staff, pupils, parents and the wider community to the vision and direction of the school and multi academy trust.
 - To ensure that the management, finance, organisation and administration of the school support its vision and aims.
 - To ensure that safeguarding and protecting children is a core priority to the school's work within a culture of vigilance.
 - To present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences and in line with Trust requirements.

Leadership and Management

- To deploy and manage all teaching and non-teaching staff and allocating particular duties, including such duties of the Headteacher as may be properly delegated, in a manner consistent with conditions of employment.
- To lead by example, be personally visible and committed, whilst adopting a strong and flexible leadership style.
- To implement and sustain effective systems for the management of staff performance, incorporating targets for teachers, including targets relating to pupils' achievement.
- To motivate and enable all staff in the school to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs.
- To arrange for the Assistant Headteachers or other suitable person to assume responsibility for the discharge of the Headteacher's functions at any time when absent from the school.
- To work with governors to recruit staff of the highest quality and develop an organisation in which all staff recognise that they are accountable for the success of the school.
- To set appropriate priorities for expenditure, allocate funds and ensure effective administration and control.

Specific Responsibilities:

Strategic Direction, Vision and Accountability

- To work with the local governing body to provide vision, leadership and a clear direction for the school and ensure they are well informed about standards at the school.



Job Description *continued*

- To manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- To manage, monitor and review the range, quality, quantity and use of all available resources in order to build on the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

Teaching and Learning

- To be accountable for the teaching and learning within the school.
- To determine, organise and implement a curriculum policy (covering intellectual, spiritual, moral, cultural, physical and health development) appropriate to key stages which is broad and balanced, meets the needs of all groups of children and fulfils statutory and Trust requirements of Assessment and Reporting.
- To ensure that learning is at the centre of strategic planning and resource management.
- To promote and secure outstanding teaching, effective learning, high standards of achievement, good behaviour and discipline within a safeguarding culture.
- To monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils, including gifted and talented and those with special educational needs, in order to set and meet challenging, realistic targets for improvement.
- To create and maintain an effective partnership with parents.
- To support and improve pupils' achievements and personal development.
- 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 school's targets for improvement.

Safeguarding Children

- To implement all required safeguarding updates into school policies and procedures (at least annually) as the Designated Safeguarding Lead; this includes completing bi-annual training.

- To ensure that the Safeguarding policies and procedures are fully implemented and followed by all staff and so ensure that pupil safety is at the centre of school's priorities, in particular strategic planning, staff recruitment and resource management.
- To co-operate and work with relevant agencies to protect children.
- To ensure that staff and volunteers feel able to raise concerns about poor and unsafe practice in regards to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with the agreed whistle-blowing policy.

Developing Self and Working with Others

- To manage own and others workload to allow appropriate home/ life balance.
- To maintain an ethos in which all individuals feel valued and where personal endeavour and responsibility are encouraged and embedded within the school and wider community.
- To maintain an environment where all members of the school community actively demonstrate their care and concern for everyone and fulfil the requirement of the school's equality policies, paying particular regard to vulnerable learners and hard to reach families.
- To build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- To develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- To acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- To develop and maintain a culture of high expectation for self and others and take appropriate action when performance is unsatisfactory.
- To regularly review own practice, set personal targets and take responsibility for own personal development.
- To participate in own annual performance management meetings and mid-year reviews.

Headteacher

Person Specification

Attributes	Essential	Desirable
Qualification and Training	<ul style="list-style-type: none"> Degree and teaching qualification Recent appropriate In-Service training (relevant and significant) Evidence of training to enhance his/her current role 	<ul style="list-style-type: none"> NPQH or relevant leadership qualification or experience LLE/NLE or equivalent
Experience	<ul style="list-style-type: none"> Headship experience Has had leadership and management experience in relation to pupils in Foundation Stage/Key Stage 1 and Key Stage 2 Lead role in curriculum development and planning in Foundation Stage Key Stage 1 and Key Stage 2 Experience and appreciation of the educational needs of pupils from a wide range of backgrounds Recent and effective involvement in implementation of new educational developments 	<ul style="list-style-type: none"> Experience of detailed evaluation following lines of enquiry of Teaching and Learning An awareness of whole school curriculum design
Skills and Abilities	<ul style="list-style-type: none"> Effective communicator (to staff, parents/carers, governors and pupils) Successful leader showing commitment to academic progress and the welfare and safeguarding of pupils Ability to identify the needs of, and oversee the delivery of a balanced curriculum Personnel management skills, including performance management Ability to plan, monitor, evaluate, review and lead by example Ability to lead and manage effectively in a pressurised environment Ability to manage a multi-disciplinary approach to the needs of children as required 	<ul style="list-style-type: none"> Recognition of the balance required to sustain school improvement while appreciating school community well-being and work life balance
Professional Knowledge and Understanding	<ul style="list-style-type: none"> Familiarisation and understanding of the current OfSTED framework and its implications Awareness of the implications of the National Curriculum and assessment processes Sound understanding of recent educational developments Sound understanding of the financial management of a school Knowledge and understanding of personnel management issues 	<ul style="list-style-type: none"> Passionate drive knowledge of how to deliver high quality teaching of reading across the school
Personal Qualities	<ul style="list-style-type: none"> A strong leadership style committed to effective team building Ability to lead the school through changes, and to meet new challenges with enthusiasm, vision and flair Self-motivated and hardworking Ability to forge strong links with parents and the whole community. A positive approach to discipline Ability to work closely with the CEO, Trust Board and Local Governing Body. Integrity and professionalism Emotionally intelligent and resilient Positive, passionate, enthusiastic, self-confident and able to help others be the same Reflective practitioner 	<ul style="list-style-type: none"> A commitment to collaborating and cooperative working across the Trust A willingness to take a lead in an area of Trust development



How to apply

Application deadline

Completed applications must be received by Monday 25th January 2021.

Please submit your application to **Ross Laird** at **Academicis**: rlaird@academicis.co.uk

Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement outlining your suitability for the role.

Discussion and visits

Confidential and informal discussions with the Chair of Governors are welcomed, as well as visits to either school.

Please arrange a suitable time with **Ross Laird** at **Academicis** at rlaird@academicis.co.uk or **07901 585959**.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases, at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.