



Headteacher Candidate Pack

Welcome Letter



Dear Candidate,

I'm delighted that you are reading this as it suggests your potential interest in the post of Headteacher at Benjamin Britten Music Academy.

Our school is ready for new Leadership. A new leader will have the backing of a strong, experienced and positive Leadership Team and an increasingly established Governing Body. The staff, teaching and support, will welcome the renewed vigour a new Headteacher will bring. The school is building a track record of good public examination results, has a secure financial underpinning and a low staff turnover. Our intake numbers are at a record high.

We now need a highly visible leader with enthusiasm, resilience and integrity to take us forward from here.

Yours faithfully

A handwritten signature in white ink, appearing to read 'J McAtear', with a horizontal line underneath.

Dr J McAtear
Headmaster
CEO Hartismere Family of Schools

Headteacher



Location: Lowestoft
Salary: TBC

Job Description

Responsible to: The CEO of the Trust, Trustees and Local Governing Body of the School

The head of school, under the direction of the CEO, will be responsible for providing the leadership and management of Benjamin Britten in line with the vision of the trust and manage the day-to-day running of the school.

Key Objectives

The Headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively
- Manage senior and middle leaders, developing a professional culture amongst all staff at the school
- Support and challenge staff, dealing with underperformance effectively while making sure staff are given the support to do their jobs well
- Manage the school's budget and resources alongside the trust's finance director.
- Implement the trust's appraisal policy and other management processes and systems
- Support the implementation of trust-wide policies and school-level policies
- Undertake self-evaluation and school improvement planning alongside the trust-wide strategy to improve areas of weakness in the school
- Support the recruitment of teaching and non-teaching staff where necessary
- Provide training and continuing professional development (CPD) opportunities for all school staff
- Identify areas of progression and promotion for staff that support succession planning for the school
- Any other duties of particular relevance to the school or the head of school's responsibility of working across the trust.

Headteacher



Communication

- Work with the local governing body, board of trustees and CEO to keep them informed of the financial and educational performance of the school, giving them what they need to provide support and challenge
- Help to build on the vision of the trust and share with colleagues across the trust how this is being demonstrated in the school
- Attend any relevant local governing body and/or trustee meetings
- Contribute to reports to the CEO or board as necessary

Qualities

The Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Duties and responsibilities

School culture and behaviour

The Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Headteacher



Teaching, curriculum and assessment

The Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Work with staff to promote high quality teaching across all subjects
- Identify any areas of weakness in teaching and implement, monitor and review interventions to improve these areas as well as teaching and learning across the school
- Make sure the school's assessment system is fit for purpose and provides teachers with useful information about pupils
- Identify areas where staff may benefit from sharing good practice or accessing support from other schools in the trust
- Monitor the outcomes of pupils and draw out any patterns of underperformance in key groups of pupils, such as disadvantaged pupils or pupils with special educational needs
- Make sure standards of behaviour are high to foster an environment in which learning can thrive

Additional and special educational needs (SEN) and disabilities

The headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Headteacher



Managing the school

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk

Managing resources

- Contribute to the budget setting, cash-flow management and all other financial management processes with the Trust Director of Finance
- Ensure value for money in any delegated financial responsibilities for purchasing and procurement
- Ensure the efficient and effective use of school resources

Professional development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

Headteacher



Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Fully support the Trust's policies for auditing, including those for safeguarding, SEND, Finance and curriculum quality as directed by the CEO

Other areas of responsibility

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Hartismere Family of Schools



Person Specification Headteacher: Expected Personal Qualities

Qualifications and training

- Qualified teacher status
- Degree
- National professional qualification for headship (NPQH)

Experience

- Successful leadership and management experience in a school
- Teaching experience
- Involvement in school self-evaluation and development planning
- Demonstrable experience of successful line management and staff development

Skills and knowledge

- Data analysis skills, and the ability to use data to set targets and identify weaknesses
- Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve
- Understanding of school finances and financial management
- Effective communication and interpersonal skills
- Ability to communicate a vision and inspire others
- Ability to build effective working relationships

Personal qualities

- Commitment to uphold the 7 principles of public life (the Nolan principles) at all times
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the trust and school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position

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How to Apply

If you wish to discover more about this exciting opportunity, need any further information or you would like to have an informal discussion, please contact Kerri Wiseman at Academicis, our recruitment partner, on kwiseman@academicis.co.uk or by phone on 07733 628155 / 01223 907979.

Key Dates

Close date: Noon, Monday 24th April 2023
Shortlisting: Wednesday 26th April 2023
Interviews: Thursday 4th May and Friday 5th May 2023

