



Holy Trinity CE Primary School

**Application Pack
Headteacher**



HOLY TRINITY

A photograph of two young children, a boy and a girl, in school uniforms. The boy is in the foreground, wearing a dark blue sweater over a white shirt and a striped tie. He has blonde hair and is smiling broadly. The girl is behind him, also smiling. They are outdoors with green foliage in the background.

Holy Trinity is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We welcome applications from all sections of the community regardless of gender, race, religion, disability, sexual orientation or age.

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Welcome

Dear Applicant,

Thank you for your interest in applying for the position of Headteacher at Holy Trinity CE Primary School. We hope this pack supports you in finding out a little bit more about our school. The pack includes some background information about the school and our federation, Primary Advantage however the most useful information is available on our websites. The pack also includes information about the application process and the job description.

Holy Trinity is a maintained school which growing to two-forms of entry. We are located in Dalston, a short walk from Dalston Junction in the heart of a diverse, vibrant and exciting community. Our children come from truly diverse backgrounds and speak many different languages. We are a Church of England school and pride ourselves on our strong Christian ethos. We are one of eight schools within the Primary Advantage Federation. Being part of this Federation allows us to offer the unique opportunity to be part of a community of committed teachers and leaders who regularly share best practice and support each other. The federation has allowed us to grow as a school but still maintain our distinct and unique identity. Our Local Advisory Board (LAB) ensures that Holy Trinity makes decisions that are best for the school and its community.

This is an exciting opportunity for an inspirational, highly motivated, ambitious and dynamic leader. We are very excited about the future and ready to embrace new challenges as we embark on the next stage of our journey.

We are looking for a confident and experienced school leader who can continue to inspire our children and engage positively with members of our school community. With excellent communication skills and a strong motivation to ensure the school maintains its outstanding status.

If you have any questions about the application process please contact Venessa Williams on 02072541010. Please send completed application forms to recruitment@primaryadvantage.hackney.sch.uk

If you are an ambitious and confident leader we would like to meet you.

Kind regards,

Sian Davies

Executive Principal



Application Process

Salary: L18 – L24 (£72,125-£82,277)

Application Closing Date: Monday 25th January 2021 at 12pm

Interview Date: Thursday 4th February 2021 (Please ensure you make yourself available for the whole day. If necessary, the process may extend to a second day). Interviews will take place using a remote platform and onsite tasks and interviews.

1. Please read the application pack carefully. This pack contains the Headteacher competencies we are looking for, alongside the expected duties.
2. Complete the enclosed application form; CVs will **not** be accepted. Applicants are required to complete a supporting statement. Without these documents, we may be unable to process your application.
3. Please make sure you address the criteria outlined in the Headteacher competencies when writing your personal supporting statement.
4. We would normally recommend that you visit our school before applying although in the current circumstances we understand that this may not be possible. Please contact the school office on [02072541010](tel:02072541010) to discuss a visit
5. Should you have any queries about the application process please contact Venessa Williams on [02072541010](tel:02072541010)
6. Completed applications should be sent by email to recruitment@primaryadvantage.hackney.sch.uk

SHORTLISTING

Once we have received your application it will be acknowledged via email. Successful candidates who have been shortlisted for interview will be contacted shortly after the closing date.

Candidates must ensure that if they are successful at interview, that they are able to provide evidence of their Right to Work and Remain in the UK. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in line with the Asylum, Immigration and Nationality Act 2000.

SUCCESSFUL CANDIDATES

Successful candidates will be required to apply for an enhanced Criminal Record Check via the DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

About Us



Holy Trinity is growing to two-forms of entry with a Pre-School and Nursery. The community is culturally and ethnically diverse and we pride ourselves on being an inclusive school.

Holy Trinity provides a safe and happy learning environment where all learners are inspired, empowered and prepared. We believe that everyone in the school community is responsible for instilling in our children the values that will prepare them in every way to become confident and responsible members of society.

Our age range is from 6 months to 11 years old and we currently have 306 children (including nursery and under twos) on roll. There are two classes in each year group up to year 4 with a maximum of 30 pupils in each class. Our children come from a wide range of backgrounds and approximately 29% of pupils speak English as an additional language.

- 39.3% of children are entitled to Free School Meals
- 28% of children are eligible for the Pupil Premium grant.
- 17.2% of pupils are on the SEND register, and 5% of those pupils have an Education Care Plan

Learners at Holy Trinity are empowered and prepared through the key values of faith, compassion, endurance and respect. Our unique learning environments seek to foster these values.

We aspire to be a confident community where learning is delivered in a way that brings opportunity, growth, hope, new technologies and creativity.



WITH HOLY TRINITY CHURCH, DALSTON

As a Church of England school, we have Christian teaching and values built into our curriculum. Our aim is to help children to achieve a knowledge and understanding of religious insights, beliefs and practices, so that they are able to continue in, or come to, their own beliefs and respect the beliefs of others. Many of our children attend church for Sunday worship with their families and the school also enjoys an active partnership with the parish church Holy Trinity, Dalston. We hold regular worship assemblies and visit the church every month for a worship service. The school celebrates important Christian festivals such as Christmas and Easter in Church together.

WITH SECONDARY SCHOOLS

The move to secondary school is an important step for pupils and parents. We work in partnership with our local secondary schools and the London Borough of Hackney to ensure our children and their families are well-informed about the transfer process. The children participate in visits to local schools and we invite secondary teachers to visit our school for specialist lessons.

WITH INTERNATIONAL LINKS

As part of our curriculum, we aim to develop children's awareness of global issues. Children make links with schools and communities in different parts of the world.

Working with Partners

WITH PARENTS AND FAMILIES

We know that the most successful education takes place when parents/carers, staff and governors all work together. Parents and carers are involved with the whole school community in a variety of ways:

- Parent Teacher Association
- Helping with visits & in class
- Supporting with fund raising events
- Attending curriculum evenings

LONDON DIOCESE BOARD FOR SCHOOLS (LDBS)

The function of the LDBS and aspects of its governance is set down in the Diocesan Measure that has been approved by both Parliament and the Church. Key purposes of the LDBS are "to promote church schools" and "to promote education which is consistent with the faith and practice of the Church of England." St John the Baptist works with The Diocese of London, who play a key role in our school development and governance.

HACKNEY EDUCATION SERVICES (HES)

HES is a department in Hackney Council's Children and Young People's service. The Hackney Educational Services is responsible for Hackney's children centres, schools, early years programs and adult education.



About Primary Advantage



PRIMARY ADVANTAGE FEDERATION

Holy Trinity is a part of the Primary Advantage Federation.

We are a group of eight schools in Hackney working together because we believe our schools can gain many benefits from working collaboratively and can achieve more by working together. We have made a commitment to a shared responsibility to the wider education community, the provision of good quality education and the improvement of life chances for pupils in the community beyond that of our own schools. Teachers, support staff, school leaders and Governors have added expertise in working alongside colleagues to improve provision and outcomes for pupils.

OUR COMMITMENTS

Every teacher is a great teacher; every school is a great school. We aim to move incrementally towards excellence in all aspects of our work.

All pupils will make good or better progress and will be properly equipped for the next stage of their schooling.

Learning environments are of high quality where pupils feel **safe and secure, known and valued and motivated to learn.**

Curriculum provision is bespoke, broaden horizons and inspires our pupils to become successful learners, confident individuals and responsible citizens.

Our learning community provides opportunities for growth for pupils, staff and families.

PRIMARY ADVANTAGE NATIONAL TEACHING SCHOOLS

Primary Advantage has achieved teaching school status. Teaching schools are outstanding schools that work with others to provide high-quality training and development to new and experienced school staff. They are part of the government's plan to give schools a central role in raising standards by developing a self-improving and sustainable school-led system

Find out more information about Primary Advantage Federation by visiting www.primaryadvantage.co.uk



Headteacher Job Description

Job Title: Headteacher
Reports to: Executive Principal
Salary: L18-L24

To carry out the professional duties of a Headteacher as described in part nine of the school teachers' pay and conditions document. Candidates must take heed of this information. The assessment process at interview will be looking for the following criteria:

Role Summary

- The Headteacher is responsible for the operational management of the school and supports the Executive Principal in providing vision and strategic direction.
- The Headteacher holds responsibility for performance management. Ensures compliance with standards set at National, Local Authority and school level.
- Actively enhances the distinctive Christian Ethos of the school.

Duties

- The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.
- This job description sets out the duties to be undertaken and performed to the satisfaction of the Executive Principal and Governing Body by the post holder. The duties set out below are in addition to the overall class teaching requirement.

Professional Responsibilities

A Headteacher may be required to undertake the following duties:

Whole school organisation, strategy and development

1. Provide overall strategic leadership and with others, lead, develop and support the strategic direction, vision and Christian values (if appropriate) and priorities of the school.
2. Develop, implement and evaluate the school's policies, practices and procedures.
3. Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.

Teaching

1. Lead and manage teaching and learning throughout the school. Including ensuring, save in exceptional circumstances, that a teacher is assigned in the school timetable to every class or group of pupils:
 - (a) in the first second, third and fourth key stages, for foundation and core subjects and religious education and (b) in the preliminary stage.
2. Teach
3. Lead the teaching of Religious Education and lead collective worship (if appropriate)

Headteacher Job Description

Health, safety and discipline Staff management and development

1. Promote the safety and well-being of pupils and staff.
2. Ensure good order and discipline amongst pupils and staff.
3. To be the lead in the safeguarding and welfare of pupils.
4. To act as Designated Safeguarding Lead and follow LA procedure.

Management of staff and resources

1. Lead, manage and develop the school workforce, including appraising and managing performance.
2. Organise and deploy resources within the school
3. Promote harmonious working relationships within the school.
4. Maintain relationships with organisations representing teachers and other members of the school's workforce.
5. Lead and manage the school's workforce with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

Professional development

1. Promote the participation of staff in relevant continuing professional development.
2. Participate in arrangement for the appraisal and review of their own performance and where appropriate that of other teachers and support staff.
3. Participate in arrangements for their own further training and professional development and where appropriate, that of other teachers and support staff including induction.

Threshold assessment

1. Decide whether a teacher at the school who applies for a post-threshold teacher assessment meets the relevant standards.

Advanced skills teacher and excellent teacher assessment

1. Decide in connection with any relevant application, whether a teacher at the school meets the standards relevant to their current career stage out in Annex 1 and/or Annex 2.

Communication

1. Consult in connection with any relevant application, whether a teacher at the school meets the relevant standards.

Work with colleagues and other relevant professionals

1. Collaborate and work with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies such as the LA and diocese.

Headteacher Competencies

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Qualifications and Experience

ESSENTIAL

- Degree and Qualified Teacher Status.
- Successful experience as a Headteacher, Deputy Headteacher or Head of School
- Recent continual professional development that enables the applicant to succeed in a headteacher role.
- Relevant teaching experience at primary school level

DESIRABLE

Experience of teaching in an inner-city and culturally diverse environment

Leadership and strategic direction

- Ability to work with the governing body to create and develop a clear vision for the future of a school
- Capacity to lead change, identify areas of improvement and implement in order to maintain outstanding status
- Demonstrate track record of providing inspiration, motivation and strong leadership to all staff and the school community
- To set high expectations for every child and ensure all pupils achieve these standards

Teaching, Learning and Assessment

- A commitment and driving passion for the inclusion of all children in a high-quality education
- Ability to provide pupils with the excitement of a relevant, challenging and creative curriculum that raises standards of education for all.
- Evidence of raising standards across a primary school through monitoring, analysing and evaluating the quality of teaching and learning.

- Experience of monitoring, analysing and evaluating pupil performance information to help set improvement priorities and raise standards.

Staff management and development

- A leader who can engage and motivate staff in a culture of high expectation.
- A leader who holds promoting the relationship between excellent teaching and raising achievement at the heart of their practice.
- Experienced in developing and creating opportunities for high quality staff, focused on raising achievement.
- Ability to engage collaboratively with and respond to challenge from the governing body.

Organisation and management of systems and resources

- Ability to set, interpret, monitor and manage a budget.
- Excellent analytical skills with the ability to prioritise demands and manage financial and human resources to ensure high educational achievement.

Personal attributes

- A confident leader, able to engage and inspire all members of the school community to enhance pupils learning.
- Highly professional and demonstrating integrity at all times.
- Outstanding communication skills, both written and verbal.
- Understanding and ability to create and maintain an environment which promotes high standards of behaviour, alongside pupils', moral, social and cultural development.

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