



Sapientia Education Trust

CANDIDATE RECRUITMENT PACK

Headteacher

Due to the retirement of our current Executive Head Teacher, we are restructuring to create two fulltime Headteacher positions.

Role 1: Seething & Mundham Primary School

Role 2: Burston & Tivetshall Primary Schools



SAPIENTIA
EDUCATION TRUST



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Dear Applicant,

HEADTEACHER – Primary

Thank you for your interest in these posts. I am delighted to outline these really exciting opportunities and hope that this briefing pack will both motivate and inspire you to apply.

The Sapientia Education Trust was established in early 2016, growing out of Wymondham College - the largest state boarding school in the country with a long-standing track record of excellence.

Over the past two years, the Trust has grown to encompass eight primary and four secondary schools. A primary phase Free School, growing to a role of 450 pupils, will open in 2020.

We also lead a National Teaching School Alliance – The Sapientia Teaching School Alliance – which provides enhanced opportunities for professional learning, leadership development and involvement in ITT.

As a Trust we have a number of distinctive features:

- ☐ a strong commitment to developing the whole child;
- ☐ achievement that is viewed in its broadest sense;
- ☐ a belief that all can and will achieve;
- ☐ learning outside the classroom is highly valued and actively promoted;
- ☐ character education as integral to our work - developing resilience, self-esteem and a can-do approach;
- ☐ professional learning, and staff development is central to our work;
- ☐ we will never settle for less than outstanding – whatever stage of the journey an individual school is on.

Our schools are individual, share common values and are distinctive in their own right.

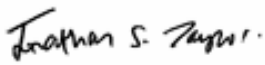
This is a tremendous opportunity to help shape the future of schools that are already well regarded, but still have room for improvement.

We will provide you with high levels of support. You will be line led by Kelly Stokes, our brilliant Director of Primary Improvement and we have already invested in a range of strategies to further raise achievement, including Talk for Writing (linking with a national lead school in Birmingham) and Power Maths. We are also investing in the infrastructure of our schools – Seething & Mundham has a newly designed Forest School and Burston will receive a significant upgrade in outdoor facilities this October half-term.

The successful candidate will be ambitious, child focused and resilient. They will believe in the power and moral purpose of education and insist on the highest standards for all. Ultimately they will want, and have the capacity to make a real difference.

If this excites you, then please apply!

Best wishes



Jonathan Taylor MA

CEO

BACKGROUND INFORMATION



Seething and Mundham Primary School

Seething and Mundham Primary School is a beautiful primary school erected in 2010 on the site of the historic village school. It's light and airy, purpose-built facilities reflect the School's commitment to modern life in a rural setting. The outdoor space is also newly developed, including an extensive range of facilities within the Forest School area.

The 75 pupils within the school are organised into three classes where cohorts are arranged as EYFS and Year 1; Year 2 and Year 3; and Year 4, 5 and 6. This structure will flex with the growing role and is currently proving successful with significantly positive progress data in 2018.

Staff are committed, stable and experienced and our pupils are simply wonderful. They are drawn from our local community and increasingly from further afield. Our pupils benefit from the Trust - wide English and Maths strategies of Talk for Writing and Power Maths. There is also a local curriculum, bespoke to the Seething and Mundham community.

This role will focus on maintaining existing high standards at KS2, further improving KS1 and developing community links to increase pupil numbers over time.



Burston and Tivetshall Primary School Partnership

Together, these two small primary schools represent a slice of Norfolk history.

Burston Primary is a small school of 41 pupils, which benefits from excellent community engagement. This has led to significant investment in the outdoor spaces, offering opportunities for the children to engage in Forest School activities including pond dipping and growing their own fruit and vegetables. The two classes are led by a team of nurturing and imaginative teachers and support staff who have responded with enthusiasm to the training and development offered by the Trust.

Tivetshall Primary is a smaller school of 20 pupils which the Trust is passionate and committed to developing and expanding. A large field area offers opportunities for Forest School activities and the annual overnight campfire experience reflects the support of the local community. The children are divided into two small classes which offer them personalised and individualised learning.

In both schools, pupils are eager to learn and parents are committed to supporting the new Trust initiatives of Talk for Writing and Power Maths.

The role is one of a non-teaching Headteacher with a focus on raising achievement and increasing pupil numbers across both schools.

Recent Developments and the creation of the 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 helps 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

Stradbroke High School

Burston Primary School

Rockland St Mary Primary School

Seething & Mundham Primary School

Old Buckenham Primary School and Nursery

Great Hockham Primary School and Nursery

(Sapientia Primary Prep – to open 2020)

Old Buckenham High School

Wymondham College

Tivetshall Primary School

Surlingham Community Primary School

Ghost Hill Infants & Nursery School

Our Track Record

Our track record is already impressive.

In Summer 2018 our combined KS2 outcomes increased by 8 percentage points across our Year 6 cohort, rising to above the national average.

Progress levels at KS2 improved significantly in all three measured elements across the Trust. Provisional data indicates that many of our schools are improving rapidly, often from a secure starting point.

Our KS4 and KS5 outcomes were similarly strong – with provisional data indicating best ever progress scores in three of our high schools. All of our High Schools are high performing and likely to be in positive progress territory when the data is published in November.

Wymondham College achieved an 'Outstanding' Ofsted inspection in 2017 and Stradbroke High School a glowing 'Good' inspection report in 2018, in which the Trust was explicitly praised for our work.

However we are not complacent and will continue our drive to ensure that our pupils are provided with a world class education, locally.



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

Director of Primary Improvement

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;
- Ideally have experience in all three Key Stages at Primary level;
- Ensure high-quality teaching and learning is delivered to all students;
- 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;
- Be prepared to travel to other SET sites if required;
- Widen community engagement to sustain pupil numbers into the school;

Specific Responsibilities

Strategic Direction and Development:

- To be accountable for improving outcomes for young people;
- To provide strategic direction and leadership to the Primary academy;
- To develop a clear vision for the academy;
- 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 academy documentation, including the SEF, school development plan, action plans, information for the Local Governing Body (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 academy;
- To develop positive relationships with key partners to ensure good collaborative working;
- To ensure that safeguarding and protecting children is a core priority to each academy'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 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 a range of community based learning experiences;
- To ensure the maintenance of effective partnerships with parents to support and improve pupils' achievements and personal development.

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.

Safeguarding:

- 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;
- To present a coherent and accurate account of the performance of the Primary School in an appropriate 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.

PERSON SPECIFICATION

Qualifications



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

Experience



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



Knowledge & Skills



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

Personal Attributes



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



TERMS AND CONDITIONS

The two posts are 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

If you would like an informal discussion about the roles please contact Kelly Stokes our Director of Primary Improvement on 01953 609001.

To apply, please forward an application form together with a supporting statement outlining your suitability for the role, limited to 2 sides of A4. Your supporting statement should outline how you satisfy the qualifications and experience elements of the person specification. For candidates invited to interview, these responses will be explored further together with the other elements of the person specification.

Download an application pack from www.se-trust.org or contact the HR Dept, Sapientia Education Trust, Wymondham College, Norfolk NR18 9SZ.
Tel: 01953 609064 Email: hr@sapientiaeducationtrust.org

The closing date for applications is noon Friday 5th October 2018.

Interviews will be held 10th and 11th October 2018.

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.

