



Chilwell Croft Academy

part of Equitas Academies Trust

Appointment of Headteacher Information for candidates





Chilwell Croft Academy

Headteacher

£59,857 - £73, 876

(L18 – 27)

Salary dependant on experience

Required for September 2018

Equitas Academies Trust was formed in September 2012 and incorporates Aston Manor Academy (Secondary) and Chilwell Croft Academy (Primary). Both Academies are happy, exciting and inspiring learning environments for their children who are from a vibrant mix of cultures. The staff and Trustees have a great sense of pride in their schools and care passionately about their pupils.

Chilwell Croft Academy is a rapidly improving Primary School with committed, enthusiastic staff and very supportive parents. During a recent Ofsted inspection Chilwell Croft Academy was judged as a school requiring improvement but leadership and management, pupil behaviour and early years provision were rated as good (October 2016). The Academy has been on an extremely rewarding journey over the last 18 months and is moving in the right direction. The Academy leaders and staff place a strong emphasis on positive attitudes, high quality learning, and a strong team approach. As a consequence, the school has made very strong progress and is a happy and harmonious community where pupils from different ethnic heritages work together well and feel safe.

Chilwell Croft Academy is seeking to appoint a Headteacher who is a strong strategic leader. The successful candidate will be capable of all aspects of school management and be passionate about overall improvement. They will be able to demonstrate creative and innovative practice and work in partnership, leading and communicating effectively with children, parents, staff and Trustees.

The successful candidate will be a motivational and approachable leader who has a track record of being an exemplary classroom practitioner. They will be expected to have a strong commitment to the learning and development of every child within the Academy and have an understanding of the community ethos. The successful candidate will possess the drive and determination to help transform Chilwell Croft Academy into an 'outstanding' school of the future.

This is a fantastic opportunity for someone who believes they have got what it takes to make a real difference to the life experiences and achievements of inner city pupils.

We would welcome visits to Chilwell Croft Academy prior to the closing date or alternatively, delighted to answer any questions you may have.

To arrange a visit, please contact Joanne Kyte, Headteacher's PA, via telephone on 0121 464 3402.

Closing Date: Thursday 19th April 2018

Interviews: Thursday 26th April 2018



Letter from the Chair of the Trust Board

Dear Applicant

Thank you for your interest in this important post. The vacancy has arisen because of the promotion of Nick Lambert, following four successful years as Headteacher at Chilwell Croft Academy. Chilwell Croft Academy is sponsored by Aston Manor Academy and University College Birmingham and together these form Equitas Academies Trust.

We are seeking someone with vision and drive to continue to move Chilwell Croft Academy forward and build on the excellent work that has been initiated by the current leadership team with the ultimate aim of making it an outstanding school.

Chilwell Croft Academy is currently deemed a school requiring improvement but we hope that with the improvements made since the last Ofsted that we will be judged good at our next inspection. Chilwell Croft Academy is a two form entry school which currently has 414 pupils on roll. Pupil mobility is high but the school population is becoming more stable. 74% of pupils are pupil premium and we have a very enviable diverse mix of ethnicities amongst our pupils and staff.

My fellow Trustees and I are looking to appoint an exceptional, inspirational and strategic leader with the skills, drive and ambition to build upon our achievements to date and to take the Academy forward into the years ahead. We want to appoint a Headteacher to further develop teaching and learning, our facilities and the wide range of educational and extra-curricular opportunities that our pupils enjoy.

We also know that we are facing some new challenges with decreasing budgets and increasing costs but currently the school has a small reserve.

No Headteacher can lead on their own, the role is about developing, motivating and empowering a talented and professional staff team and maximising the support of a highly committed team of Trustees. Chilwell Croft Academy certainly has both, making this a very exciting opportunity for any potential candidate.

The successful candidate will be offered a competitive salary subject to negotiation.

Within this brochure you will find the instructions on how to apply for the post, together with the various stages of the selection programme. Applications will be assessed on professional competence, communication skills, strong leadership and good interpersonal skills.

Please ensure you respond as requested, as we have designed the process to make our review of all the evidence fair and equitable.



I do hope you will take the opportunity to visit the Academy and I hope your visit will inspire you to apply for the post.

Please telephone Joanne Kyte, Headteacher's PA, via telephone on 0121 464 3402 to arrange a visit or to seek any clarification.

The Trustees look forward to hearing from you.

Yours sincerely,

Alex Lofthouse
Chair of Equitas Academies Trust



Information about Chilwell Croft Academy

Chilwell Croft Academy is a two form entry school that requires improvement but has good leadership and management, and behaviour and safety. It serves the inner city areas of Aston and Nechells which are both located in the Ladywood constituency, one of the most socially and environmentally disadvantaged constituencies in the UK. Chilwell Croft became an Academy in 2012 Sponsored by Aston Manor Academy and University College Birmingham.

Chilwell Croft is in a unique position in having a well-balanced culturally diverse intake of students with no dominant ethnic group. There are at least 44 heritage groups represented in the school population.

Outcomes for individuals and groups of students are improving but still need to remain a focus. Our current projections for year 6 indicate significant improvement in results but Reading is our main focus for development. Outcomes for KS1 are generally in line with the National Averages.





The Application Process

Information for Potential Applicants

Please note that your application will be copied and distributed to the Trust Boards' Selection Committee. It is important that any communication with us is clear and concise.

How To Apply

Please complete the application form available on the Chilwell Croft Academy website:
<https://www.chilwellcroftacademy.com/about-us/vacancies/> You can also request an application pack from the Human Resources department (based at Aston Manor Academy) by phone : 0121 359 8108 or via email : jobs@astonmanoracademy.com

The application should be accompanied by a letter of application addressed to Alex Lofthouse, Chair of Equitas Academies Trust Board . The letter should enhance, but not repeat the information given in the form. The letter should be of no more than two sides of A4 and should address the following question:-

What skills do you believe to be critically important in leading Chilwell Croft Academy at this time?

Your letter should explain how your career to date has prepared you to successfully take up the role of Headteacher at Chilwell Croft.

You should take each of the essential and desirable criteria found on the person specification and, wherever possible in your written application, demonstrate how and why you meet these criteria. This will assist the Trustees in shortlisting, so you can clearly see whether you meet their requirements. You must give relevant examples. Also, please ensure that in the application form you give details of professional referees.

Returning the Application Form and Letter

These should be returned to the Human Resources department (based at Aston Manor Academy) by Thursday 19th April 2018 (midday)

All applications will be acknowledged by email.

Please send the completed application form and letter to jobs@astonmanoracademy.com

Or to the Academy address:

Aston Manor Academy,
Phillips Street, Aston,
Birmingham,
B6 4PZ



The Selection Process

The schedule will be as follows:

Shortlisting – week commencing 23rd April 2018

All candidates will then be contacted to confirm whether or not they have been shortlisted.

Interview Process

Interviews will take place on Thursday 26th April 2018

The selection process will consist of:

Morning:

- Data presentation
- Leadership task
- Pupil centred task

Further shortlisting will then take place

Afternoon:

- Formal interview

Expenses

Expenses at a maximum of £100 will be reimbursed for costs incurred by shortlisted candidates.



Job Description

Job Purpose

To provide inspirational leadership to pupils and staff, ensuring that the strategic development of Chilwell Croft Academy brings continual success and builds on the ethos: all different, all equal, all achieving.

The Headteacher will energise and inspire students, staff, parents and carers and the wider community to ensure every pupil achieves his or her full potential

The Headteacher will work with the Trust Board, stakeholders and the wider community to provide professional leadership, vision and direction for the Academy. The Headteacher will establish a culture that promotes excellence, equality and high expectations of all.

Ethos and Vision

- To have a clear vision for the development of the Academy which will ultimately result in Aston Manor Academy being judged outstanding.
- Promote a culture of encouragement, support and challenge in order to achieve each pupil's full potential and the highest possible educational standards
- Ensure this vision is clearly and effectively articulated, shared and understood. Translate this vision into agreed objectives and operational plans which will promote and sustain Academy improvement
- Promote creativity, innovation and the use of appropriate new technologies to achieve excellence
- Ensure that strategic planning takes account of the diversity of the Academy and wider communities and Aston Manor's intrinsic values
- Continue to develop Aston Manor's relationships with the local community, businesses and wider organisations.



Leadership and Management

- Develop, motivate and lead all staff to achieve the highest professional standards
- Build a collaborative learning culture within the Academy and actively engage with other primary and secondary schools and other agencies to build effective learning communities
- Be responsible for Academy finances to ensure school priorities, as identified in the school improvement plan, are budgeted for and work closely with the business manager to ensure the academy works within its budget
- Ensure the Trust Board are well informed about future finances and be responsible for the annual and three year budget plans
- Ensure the Academy premises are fit for purpose for current and future needs including site development
- Monitor and review the use of premises and resources to ensure they contribute effectively to providing an efficient and safe learning environment consistent with the school's values and proposed priorities for expenditure.
- Produce and implement clear, evidence-based plans for the development of the Academy and its facilities in the light of changing requirements and priorities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the Academy.
- Work closely with the HR department to ensure all staffing requirements are in place.
- Maintain sound procedures for the security, supervision and maintenance of the Academy environment ensuring that all health and safety regulations are met
- Manage your own personal professional development whilst ensuring a good work/life balance for all personnel including yourself
- Advise the Trust as required, forming a pro-active and effective and honest working partnership with them
- Ensure that all responsibilities delegated by the Trust are carried out
- Ensure the Academy premises are fit for purpose for current and future needs including site development

Teaching, Learning, Curriculum and Standards

- Ensure that the curriculum is broad, balanced, diverse and flexible and offers opportunities for all pupils to be successful and engaged.
- Create the conditions for creative, responsive and effective approaches to teaching and learning which enable pupils to become efficient, enthusiastic and independent learners.
- Promote a culture that encourages every pupil to become self-confident and to show respect for others.
- Ensure that learning is at the centre of strategic planning and resource management.
- Maintain and develop an effective assessment, recording and reporting system which promotes and celebrates all forms of pupil progress
- Ensure a consistent and continuous focus on pupil achievement using data and benchmarking to maintain significant achievement for all.
- Maintain and develop strategies to secure high standards of behaviour and attendance.
- Provide nurturing and attentive pastoral care for all pupils



Communication

- Build effective relationships with all stakeholders through excellent communication and interpersonal skills, taking and providing appropriate advice
- Consistently use and develop information systems to ensure exemplary communication links with all stakeholders
- Co-ordinate the Academy's work with primary and secondary schools to ensure smooth transitions and continuity of learning.
- Regularly and effectively communicate the progress of every child's learning to the relevant stakeholders
- Work with the Trust to provide information on all relevant aspects of the Academy, its progress and intended development



Person Specification

Criteria	Essential	Desirable	Assessed by application	Assessed by selection process
Qualifications				
A first degree or equivalent		✓	✓	
Qualified Teacher Status (QTS).	✓		✓	
NPQH and Higher Education qualification other than initial teacher training		✓	✓	
Evidence of recent and relevant training and development in preparation for headship.	✓		✓	
Professional experience and knowledge				
Substantial experience of teaching	✓		✓	✓
Successful strategic experience of leading and managing at headship/ deputy headship level in a multicultural primary school or other educational organisation.	✓		✓	✓
In depth knowledge and understanding of the wider educational agenda including current national policies and educational issues	✓		✓	✓
Proven track record in leading and managing staff including building a successful team, delegating effectively and implementing and managing change.	✓		✓	✓
Successful experiences of raising standards for all, with measurable outcomes, as a result of own contribution in a school or other educational institution, in the pursuit of excellence.	✓		✓	✓



Person Specification

Criteria	Essential	Desirable	Assessed by application	Assessed by selection process
Personal aptitudes, qualities and skills				
To have high expectations and the ability to think and plan strategically to reflect, promote and deliver the schools vision, ethos, priorities and targets whilst empowering others to take them forward	✓		✓	✓
To be articulate and approachable with excellent interpersonal skills both verbally and in writing.	✓		✓	✓
To have proven sound decision-making skills combined with the ability to lead, influence and manage change	✓		✓	✓
To be astute and perceptive with strong analytical skills and the ability to use sound judgement in order to anticipate conflict and resolve issues imaginatively.	✓		✓	✓
To be proactive, innovative and versatile with a high level of drive, energy, enthusiasm, resilience, reliability, integrity and a sense of humour.	✓			✓
To be able to relate empathetically to staff, pupils, parents/carers, governors and other stakeholders	✓			✓
To be able to prioritise, plan and organise effectively.	✓		✓	✓
Shaping the future				
Experience of and commitment to, working with the Trust Board to develop collaboratively a school vision which embraces excellence, high standards and inclusion.		✓	✓	✓
Proven record of providing vision, a sense of purpose and high aspirations for a school or other educational institution with a departmental focus on raising pupil achievement.	✓		✓	✓
A commitment to a pupil-centred approach, with an equitable and inclusive school in which the academic and personal welfare of each pupil is paramount.		✓	✓	✓



Person Specification

Criteria	Essential	Desirable	Assessed by application	Assessed by selection process
Leading, learning and teaching				
An outstanding classroom practitioner with the ability to monitor and evaluate performance continuously in order to improve the quality of teaching and learning and maintain and stretch high standards	✓		✓	✓
Successful experience of positive behaviour management and developing a pupil focused, inclusive and effective learning environment so that behaviour and attendance are outstanding.		✓	✓	✓
Successful experience of curriculum development along with an understanding of the issues associated with choice and flexibility to meet the personalised learning agenda	✓		✓	✓
Proven experience of the implementation of effective assessment procedures and an understanding of assessment for learning needs for students.	✓		✓	✓
Developing self and working with others				
To be a high profile professional who demands excellence, confidence, trust and respect from both the whole school and wider community	✓			✓
To have substantial experience of building on the good practice and expertise of staff so that they have the necessary skills and knowledge to raise standards, promote equality, respect diversity and challenge stereotypes to promote the rights of children and young people.	✓		✓	✓
To demonstrate a successful work-life balance	✓		✓	✓
Evidence of highly developed skills in performance management, recognising high performance and tackling under performance through to resolution.	✓		✓	✓
Evidence of experience of partnership or collaborative working, including school to school support	✓		✓	✓



Person Specification

Criteria	Essential	Desirable	Assessed by application	Assessed by selection process
Managing the Academy				
Successful experience of effective strategic financial and resource management to achieve educational priorities and to ensure efficiency and value for money	✓		✓	✓
Evidence of skills to harness the potential of ICT for the benefit of the school on the delivery of the curriculum and in-school support systems.		✓	✓	✓
A demonstrable understanding of the processes of safeguarding and safer recruitment	✓		✓	✓
Committed to sustain a safe, secure and healthy school environment	✓		✓	✓
A commitment to and evidence of promoting diversity and equal opportunities within the school, curriculum and in employment practice	✓		✓	✓
Building the Academy Profile				
Successful experience of securing and raising standards in an inclusive school and working with external agencies locally and nationally / internationally.	✓		✓	✓
A commitment to collaboration with RSAA/TSA schools in support of the development of the wider school community.	✓		✓	✓



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